



Legislation Text

File #: ORD-0031-2003, **Version:** 1

TO CREATE THE FULL-TIME UNCLASSIFIED POSITION OF ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF HUMAN RESOURCES; TO PROVIDE COMPENSATION THEREFOR.

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WHEREAS, due to the work volume in the Department of Human Resources, it is deemed necessary and appropriate at this time to authorize a new position for this department with certain criteria of qualifications and job responsibilities; and

WHEREAS, in order to assist with skilled clerical and administrative work as well as assisting with a variety of office assistance and program administrative tasks, it is desirable to establish the position of Administrative Assistant to the Director of Human Resources;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GAHANNA, STATE OF OHIO:

Section 1. That, under authority of Charter Section 13.03(L), Classified and Unclassified Service, the new full-time position of Administrative Assistant to the Director of Human Resources is hereby established as an unclassified position which will be under the general supervision of the Director, to be appointed by the Director, and to assist with the Department of Human Resources performing clerical and administrative work as well as assisting with a variety of office assistance and program administrative tasks.

Section 2. That due to the all-encompassing responsibilities of this newly-created position, a description of the duties as viewed by the Director of Human Resources is attached to this ordinance as EXHIBIT A.

Section 3. That compensation for this position is hereby established as the range of \$35,000-\$50,000, as provided in Article II of the master salary ordinance for unclassified personnel.

Section 4. That this ordinance shall be in full force and effect after passage by this Council and 30 days after signature approval by the Mayor.