

CITY OF FRANKLIN, OHIO  
RESOLUTION 2018-19

**AMENDING THE POSITION DESCRIPTION FOR SECRETARY TO THE CITY MANAGER**

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, this Council adopted a Position Classification Plan and a position description for Secretary to the City Manager on August 18, 2003, by Resolution 2003-07, which was amended on April 5, 2004, by Resolution 2004-03;

WHEREAS, this Council now finds it desirable to change the employment status of this position to include either full-time or part-time, upon the request and recommendation of the City Manager;

WHEREAS, pursuant to Section 8.02 of the Franklin City Charter, unclassified positions as assistants to the City Manager are authorized; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members of Council present concurring, that:

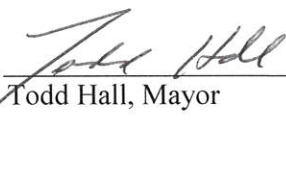
Section 1. The position description for Secretary to the City Manager, attached hereto as Exhibit A, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan.

Section 4. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 5. This Resolution shall become effective immediately upon its passage.

ADOPTED: March 19, 2018

ATTEST:   
Jane McGee, Clerk of Council

APPROVED:   
Todd Hall, Mayor

CERTIFICATION

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of Resolution 2018-19 passed by that body on March 19, 2018.

  
Clerk of Council

**CITY OF FRANKLIN**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Department:</b> Administration	<b>Title:</b> Secretary to the City Manager
<b>Division:</b>	

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<b>Civil Service Status:</b> Unclassified	<b>Reports to:</b> City Manager
<b>Employment Status:</b> <b>Part-Time or</b> Full-Time	<b>Supervises:</b>
<b>FLSA Status:</b> Non-exempt	

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**QUALIFICATIONS:**

High school diploma; training and/or experience in office practices and procedures.

**LICENSURE AND/OR CERTIFICATION REQUIREMENTS:**

**MINIMUM ACCEPTABLE CHARACTERISTICS:**

**Knowledge of:** bookkeeping; departmental goals and objectives; departmental policies and procedures; public relations; office practices and procedures; records management.

**Skill in:** typing; shorthand and/or speed writing; word processing; computer operation; use of modern office equipment.

**Ability to:** carry out simple instructions; complete routine forms; prepare routine correspondence; respond to routine inquiries from public and/or officials; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships.

**ESSENTIAL FUNCTIONS OF THE POSITION:** For the purposes of 42 USC 12101.

1. Handles the City Manager's correspondence, special projects, and Manager's records; publishes legal notices and assists the City Manager in the preparation of material for submission to City Council; maintains records of appointments and terms of office; maintains file of official records; issues licenses and permits; receives mail, civil service applications, public inquiries, and visitors; attends Council meetings in absence of Clerk of Council; serves as secretary and takes minutes for the Planning Commission.
2. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
3. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

4. Provides secretarial assistance to other departments as required.
5. Performs other duties as required.

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**EQUIPMENT OPERATED:** The following are examples only and are intended to be all inclusive.

Computer, copier, fax machine, typewriter.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

1. Emergency plans and fire plans.
2. Compressed gases.
3. Portable fire extinguishers.
4. Hazardous chemicals.

The employee:

1. Works in or around crowds.
2. Has contact with potentially violent or emotionally distraught persons.
3. Has exposure to life-threatening situations.
4. Has exposure to hot, cold, wet, humid or windy weather conditions.
5. Has exposure to hazardous driving conditions.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description. Further, I acknowledge and agree that this position description is a guide, is not contractual in nature, and the duties and responsibilities of the position are subject to change.

Name of Employee: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Appointing Authority

\_\_\_\_\_  
Date