



Legislation Details (With Text)

File #: ORD. 18-030 **Version:** 1 **Name:** Receptionist/Clerk ADM
Type: Ordinance **Status:** Adopted
File created: 5/24/2018 **In control:** City Council
On agenda: 5/29/2018 **Final action:** 6/25/2018
Title: AN ORDINANCE REMOVING ONE OF THE PART-TIME RECEPTIONIST POSITIONS AND CREATING THE POSITION OF RECEPTIONIST/CLERK IN THE ADMINISTRATION DEPARTMENT, ACCEPTING THE POSITION DESCRIPTION AND PAY GRADE THEREFORE
Sponsors: Scott Lockett
Indexes:
Code sections:
Attachments: 1. ORD. 18-030 Receptionist Clerk ADM.pdf

Date	Ver.	Action By	Action	Result
6/25/2018	1	City Council	adopt	Pass
6/18/2018	1	Committee of the Whole	recommend approval	Pass
6/11/2018	1	City Council	read by title	
5/29/2018	1	City Council	referred	

AN ORDINANCE REMOVING ONE OF THE PART-TIME RECEPTIONIST POSITIONS AND CREATING THE POSITION OF RECEPTIONIST/CLERK IN THE ADMINISTRATION DEPARTMENT, ACCEPTING THE POSITION DESCRIPTION AND PAY GRADE THEREFORE

WHEREAS, it is necessary to remove one of the positions of Part-Time Receptionist in the Administration Department; and

WHEREAS, it is necessary to create the position of Receptionist/Clerk in the stated department, and establish the pay grade therefore; and

WHEREAS, pursuant to Section 3.01 (A)(4) of the Groveport City Charter, Council can establish or authorize the number of employees in the various offices, departments, divisions, bureaus, boards, and commissions of the Municipality.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GROVEPORT, FRANKLIN COUNTY, OHIO, A MAJORITY OF ITS MEMBERS CONCURRING:

Section 1: That one of the Part-Time Receptionist positions is removed and there is hereby created the position of Receptionist/Clerk in the Administration Department, the position description attached hereto is accepted, and the pay grade for said position shall be Grade 3.

Section 2: That for the reasons stated in the preamble hereto which are made a part hereof, this Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

Lance Westcamp, Mayor

Ruthanne Sargus Ross, Clerk of Council

Approved as to form:

Kevin C. Shannon, Law Director