

# RECORD OF ORDINANCES

Ordinance No. \_\_\_\_\_,

Passed \_\_\_\_\_,

## ORDINANCE NO. 10-21

### AN ORDINANCE TO CREATE THE POSITION OF ADMINISTRATIVE AND COMMUNITY DEVELOPMENT ASSISTANT

WHEREAS, the Village of Hebron has observed a need to create a position that is a direct support role for the Village Mayor, Administrator, and Community Development Coordinator;

WHEREAS, the Village of Hebron believes the need for said support role will be best addressed by creating an Administrative and Community Development Assistant position;

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE OF HEBRON, LICKING COUNTY, STATE OF OHIO, THAT:

Section I: The Village of Hebron will create an Administrative and Community Development Assistant. The initial pay range shall be between \$15.00 and \$22.00 an hour

Section II: Said Administrative and Community Development Assistant shall report to the Village Administrator.

Section III: The Village and Community Development Assistant shall, originate and publish agendas and public notices for Planning and Zoning Board meetings and Public Hearings, prepare and publish meeting minutes, maintain records for the Mayor, Administrator, and Community Development Coordinator, provide assistance for the Utility Billing and Clerk of Council, provide support to Code Enforcement for Zoning and Property Maintenance, draft Public Notice letters and ads, schedule inspections and complaint coordination, draft Public Notice letters and ads, for grants, coordinate information for public relations activities, and other duties that may be deemed necessary from time to time.

Section III: This Ordinance shall take effect and be in full force upon the earliest period allowed by law.

Passed this 9<sup>th</sup> day of June, 2021

  
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JAMES LAYTON, MAYOR

  
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DEBORAH MORGAN, FISCAL OFFICER

APPROVED AS TO FORM: Wesley K. Untied, Village Solicitor