

# RECORD OF ORDINANCES

Ordinance No. 3-28-2016-1

Passed MARCH 28 2016

## AN ORDINANCE AMENDING CHAPTER 240 (EMPLOYEE MANUAL OF PERSONNEL POLICIES AND REGULATIONS) OF THE BALTIMORE CODIFIED ORDINANCES AND THE DECLARATION OF AN EMERGENCY

WHEREAS, the Village desires to amend its Employee Manual of Personnel Policies and Regulations in order to update the job description for the position of Village Administrator; create a job description for the position of Code Enforcement Officer; and eliminate the job description for the position of Zoning Administrator; and,

WHEREAS, the amendments include, but are not limited to: incorporating the job description of Zoning Administrator into the job description of Village Administrator; eliminating the separate job description for the position of Zoning Administrator; removing the duties of Code Enforcement Officer from the job description of Village Administrator; and creating a new, independent job description for the position of Code Enforcement Officer; and,

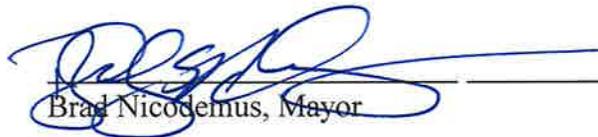
WHEREAS, Rules Committee has reviewed the updated provisions and amendments, and recommends adoption of the same by the Village; and,

WHEREAS, due to the current vacancy in these positions and the need to fill these positions in a timely and expedient fashion, this legislation needs to be approved on an emergency basis;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL  
OF THE VILLAGE OF BALTIMORE, FAIRFIELD COUNTY,  
OHIO, THREE-FOURTH'S OF ITS MEMBERS CONCURRING:

SECTION 1: That Chapter 240 of the Baltimore Codified Ordinances is amended as follows: 1) incorporating the job description of Zoning Administrator into the job description of Village Administrator; 2) eliminating the separate job description for the position of Zoning Administrator; 3) removing the duties of Code Enforcement Officer from the job description of Village Administrator; and 4) creating a new, independent job description for the position of Code Enforcement Officer. Copies of the updated job descriptions for the positions of Village Administrator and Code Enforcement Officer are attached hereto and incorporated herein.

SECTION 2: For the reasons noted in the preamble, this ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, morals, and welfare of the citizens of Baltimore, Ohio. Therefore, this ordinance shall become effective upon its passage by Council.

  
Brad Nicodemus, Mayor

DATE OF PASSAGE: 3-28-2016

EFFECTIVE DATE: 3-28-2016

ATTEST:   
Kathryn E. Jenkins, Fiscal Officer

SPONSOR: Mohler

APPROVED AS TO FORM:   
Jeffrey Feyko, Village Solicitor

## **POSITION DESCRIPTION**

### **Village Administrator**

#### **General Purpose:**

Manages and directs the administration of all village departments, including but not limited to, service, zoning, and administrative.

Serves as the chief administrative officer for the Zoning Ordinance and Property Maintenance Ordinance(s). Charged with the enforcement of the related requirements and standards as set forth in the Codified Ordinances of the Village of Baltimore, Ohio.

Is in charge of issuing permits, inspections of property and buildings, investigation and enforcement of complaints and alleged violations. Keeps all records necessary and appropriate to the office. Works closely with the Council to identify and resolve planning and zoning issues.

#### **Supervision Received:**

This position works under the general supervision of the Mayor.

#### **Supervision Administered:**

This position directly supervises the Street Supervisor, Water/Wastewater Operators, and Fiscal Officer, and generally supervises all employees, other than the employees of the Police Department.

**FLSA Status:** Exempt Salary

#### **Essential Duties and Responsibilities:**

Sets guidelines and objectives for all departments in conjunction with the goals and objectives set forth by Village Council and Mayor. Makes bylaws and regulations as deemed necessary for the safe, economical, and efficient management and protection of all departments.

Appoints, evaluates, disciplines, and, when necessary, terminates employees of the village.

Oversees the operations and coordination of the Service Department (water, wastewater, streets and storm drainage, lands and buildings, parks and cemeteries). Provides Service Department capital project oversight, with cooperation by Street and Water/Wastewater Operators.

Enforces the provisions of the Zoning Code, and advises the Council, Planning and Zoning Commission, and the Board of Zoning Appeals as needed. Maintains zoning maps. Oversees field inspections for proper compliance with all codes. Issues all permits and certificates related to zoning and building. Advises developers, contractors, etc. concerning zoning matters. Coordinates public hearings, technical review committee meetings, etc. Checks and approves development plans for conformity with zoning codes.

Notifies the property owners and those violating the Zoning Code and/or Property Maintenance Code and requires conformance with such of any nonconformance issues.

Establishes safety programs, establishes personnel development plans, and reviews results of work performed. Works with first line supervisors to assure that all employees receive appropriate safety training and necessary development. Assures that staff training and development is provided to ensure the safe and efficient performance of job duties.

Authorizes and directs expenditures of twenty-five thousand dollars (\$25,000) or less for any contracts, supplies and materials, and labor under the administrator's supervision.

Communicates administrative activities to the Village Council and the Mayor.

Monitors department performances and recommends action to identify and correct problems. Works directly with front line supervisors to assure that all department performance is maintained, and, if not, that appropriate correct actions are taken.

Oversees and coordinates the preparation of the five year capital improvement plan.

Monitors and integrates the Service Department's maintenance program and inventory list for the village's equipment and supplies.

Prepares grant applications and administers grant projects.

Negotiates and oversees planning functions, including but not limited to, representing the village with developers, property owners and other entities regarding development plans, annexations, and cooperative agreements.

Ensures that all Ohio Environmental Protection Agency (OEPA), OSHA standards, and any other regulations are administered in accordance with established standards. Monitor all standards and requirements. Ensures that all OSHA and OEPA required training is administered in accordance with established standards.

Makes recommendations to the Village Council in regard to budget preparation, program changes, goal establishment, and short- and long-range planning.

Regularly consults with the Village Council and Mayor concerning policy matters.

Communicates with the general public, contractors, and engineers regarding the programs of the village.

Documents departmental activity through preparation of various reports, work orders, and other incidental record keeping.

Reviews and analyzes project specifications, drawings, and blueprints.

Prepares special reports or carries out special projects as directed by the Village Council and/or the Mayor.

Attends all Council, Council Committee, Planning & Zoning, Board of Zoning Appeals and other meetings as directed.

**Peripheral Duties:**

Acts as a liaison with appropriate organizations, state and federal agencies.  
Performs duties as assigned and/or requested by the Village Council and/or Mayor.  
The employee may be requested to perform other duties as required.

**Desired Minimal Qualifications:**

## Education and Experience:

- A. Two (2) years of college in a related field;
- B. Five (5) years of experience in management, preferably public service administration; or
- C. Any equivalent combination of education and/or experience

## Necessary Knowledge, Skills and Abilities:

- A. A leader who is a consensus builder, problem solver, facilitator of conflict resolution, and team builder
- B. Excellent working knowledge of government administration and finances
- C. Good ability to read and interpret contracts, legal documents, construction specifications and plans
- D. Excellent verbal and written skills
- E. Good computer skills, including word processing and spreadsheet preparation

**Special Requirements:**

A valid Ohio driver's license is required. Ability to attend evening meetings, and be on twenty-four (24) hour call status for projects and facilities emergencies.

**Tools and Equipment Used:**

Office equipment including, but not limited to, computers, calculators, maps and plans, and regulations.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in both inside and outside conditions. The employee occasionally works in high or precarious places.

**Selection Guidelines:**

Formal application, rating of education and experience, oral interviews and reference check. Job related testing may also be required.

## **POSITION DESCRIPTION**

### Code Enforcement Officer

#### **General Purpose:**

The Code Enforcement Officer is responsible for Village inspection of all lots and lands the pro-active enforcement of the Village of Baltimore Codified Ordinances as they relate to environmental health and safety.

#### **Supervision Received:**

This position works under the direct supervision of the Village Administrator.

#### **Essential Duties and Responsibilities:**

Inspect all areas of the Village and investigate violations of health, safety and environmental ordinances.

Notify owners found in violation as prescribed in the administrative procedures of the Codified Ordinances.

Prepare case investigation to support prosecution of non-complying violators.

Maintain administrative files on all violators to provide case history and geographic for future enforcement.

Work in cooperation with the Fairfield County Board of Health and the Fairfield County Court to promote health, safety and environmental awareness in the Village of Baltimore.

Research and link residents in need of assistance to outside agencies to promote and ensure compliance to health, safety and environmental ordinances.

Advocate and communicate to inform, educate and update residents on current and pending legislation that affects their environment.

Coordinate annual Spring Clean-up program.

Attends meetings as required.

#### **Peripheral Duties:**

As assigned and/or requested by the Village Administrator.

The employee may be requested to perform other duties as required.

**Desired Minimal Qualifications:**

Education and Experience:

- A. Minimum of high school diploma or GED equivalent;
- B. Experience or education in the areas of investigation, technical writing, and human relations;
- C. Minimum of two (2) years experience in a supervisory or code enforcement capacity.

Necessary Knowledge, Skills and Abilities:

- A. Knowledge of - local ordinances and acquired skills in investigation.
- B. Skill in - excellent human relations and excellent written and verbal communication.
- C. Abilities - demonstrated initiative to work independently without direct supervision, demonstrated ability to organize and prioritize, and ability to pass criminal background check with no wants or warrants. Must have a good driving record.