

# Building Committee Minutes

**10 August 2020**

Attending:

Mayor Bill Koons  
Nancy Grattino  
Jerry Canton  
Chris Berger  
Dave Hocevar  
Bridey Matheney

Meeting called to order at 8:01AM. JC immediately called for an executive session to discuss the employment of a public official. CB seconded. Vote to approve. Attended by JC, CB, BK, DH, and BM. Voted to leave executive session at 8:54AM.

1. JC reviewed the proposed Septic Tank Cleaning Standards. NG was asked about changes to the computer tracking system. NG to contact the Village computer vendor and advise.  
Tom Mulchay, a Village resident, advised that the Building Department statistics on Septic Tanks was in error as he claims to have a 2000-gallon tank which the Village is unaware of. BK texted the resident to confirm. The resident advised having a single tank divided into two- 1,000-gallon sections. NG updated the Village records accordingly.
2. NG to provide a list of furniture requirements to BK and then to discuss at the next Building Committee meeting.
3. CB raised the issue of capital expenditures for the next five years. CB to put together a spreadsheet and work with NG and DH to create a list.
4. Further discussion of the variance approved by the BZA for 106 Laurel for a 3<sup>rd</sup> car garage. DH stated that the variance, while within the zoning rules, was a concern. NG raised the issue that there needed to be a "hardship" by the homeowner in order to qualify for the variance. None was offered at the BZA meeting. So why was the variance granted? NG and BK to discuss with the Zoning Board.
5. The zoning variance in #4 led to a discussion of use and purpose for the oversized 3<sup>rd</sup> car garage and an inquiry if the garage would be used for a business purpose as the owner is a contractor? CB inquired if the Village required permits for home businesses and where there any limitations on what business could be operated out of a home? BK noted that a day care was in operation in the Village out of a home. CB asked if any inspections had been done to ensure child safety? BK was not aware of any. CB asked what should be done? DH said no Village inspections had ever been done on home businesses. BK noted that with Covid-19, everyone was working out of their home.

How could the Village manage the different business activities? CB suggested that if the home was the principal place of business, then the Village had a vested interest ensuring that safety, zoning, and building ordinances were enforced. DH concurred. BK suggested further discussion before recommending a course of action to Council.

6. Zoning issues continue to be addressed a presented to the Building Department. Currently, there are more than a dozen open cases.
7. JC initiated the discussion of the job position tentatively titled "Building Department Administrator". Several Council members at the Building/HR/Finance meeting on July 31, 2020 had concerns with the term "Administrator" and asked for a change in term. CB has suggested "Coordinator" to Council and is awaiting comments. The job description encompasses the three part-time positions of 1. Admin. Assistant, 2. Board(s) Secretary, and 3. Assistant Zoning Inspector. The position is full-time and qualifies for appropriate benefits. Department hours are 8AM to 4PM, M-F. Counter hours for the processing of permits and registrations are 8AM to 3PM, M-R, and 8AM to 12PM, F. The remaining hours are anticipated to be administrative and zoning enforcement related. Details were continuing to be resolved by HR and Finance and awaiting approval by Council. issues – DH was concerned that zoning violation notices that are time sensitive were challenging under the time constraints of the department. Further, NG expressed concern mailing the notices requires going to the post office for a "proof of mailing". JC and CB to discuss with the Fiscal Officer to see what solution could be achieved.
8. NG updated her efforts to research permitting ordinances and associated fees. Priority #1 is to amend 1440.05 from a flat \$100 to a minimum of \$100 or 1% of the project – whichever is higher. DH confirmed that this was standard practice at neighboring communities. CB asked for copies of other community ordinances. NG explained how the 1% is calculated but the process is subject to judgment calls and unclear. CB asked if there was a way to provide guidelines for calculating? DH and NG to review and advise. The second ordinance is the BZA and PC deposits which are almost uniformly returned to the appellant. NG suggested that other municipalities have a flat fee instead of a refundable deposit. The third issue was the \$25 zoning permit for fencing. DH has to inspect so the permit fee should at least cover the inspection costs. NG and DH to discuss and make a further recommendation. NG and DH to review all Ordinances and provide additional information at the September meeting.
9. NG reported that she had communication with the Fiscal Officer and would make sure the Building Department was in compliance with the Bank Deposit rules as implemented by the State. JC stated that we have to comply with the rules.
10. CB raised the issue of a petty cash box as discussed in the Finance Committee meeting of August 7, 2020. Maximum of \$100. NG thought that was good and asked for a process to paper trail turning in receipts and replenishment of the fund. CB agreed to have the discussion with the Fiscal Officer and Mike Carroll of finance.
11. NG again requested copies of ALL ordinances passed in the Village so that she could have the most updated records. CB again to contact the Fiscal Officer.

At 9:58AM, JC made a motion to adjourn seconded by CB and agreed. Meeting Adjourned

Minutes approved by:

  
\_\_\_\_\_

Gerald Canton, Chair

**Building Department**

**Building Committee Recommendations**

**South Russell Village**

**July 31, 2020**

The Building Committee has determined that the Building Department is inadequately staffed to meet the needs of the Village. The Building Committee made this determination by analyzing past staffing levels and comparing to activity levels of past years for permits, registrations, inspections, ARB, BZA, and Planning Commission meetings, Zoning violations and responses, and Septic Cleanings and Responses. Based upon information previously submitted to Council, the following action items are prioritized for consideration:

### **Immediate**

1. Recommendation of Finance Committee to Council to approve a change in the budget for the Building Department as attached.
2. Resolution to create a Village position title "Building Department Administrator" with job duties as outlined in the attached documentation
3. Resolution to amend the South Russell Village Ordinance for pay rates to include a position called "Building Department Administrator" with the current pay rates of \$23 to \$32 per hour.
4. Motion to have the Mayor offer the position of Building Department Administrator to Nancy Grattino at the suggested rate of \$26.00 per hour plus benefits for a full-time employee.
5. Resolution to amend South Russell Village Ordinance 1440.05 establishing a permit fee of 1% of the value of the project effective 1 January 2021.

### **Current Operations**

The following functions need to be addressed and individuals on an employee or contracted basis assigned to these functional positions:

- Building Department Head
- Building Inspector – residential and commercial
- Zoning Inspector
- Building Administrative function – permits, registrations, septic
- Zoning Administrative function – documentation and enforcement process
- Board Clerk – Administrative Board of Zoning Appeals
- Board Clerk – Administrative Architectural Review Board
- Board Clerk – Planning Commission
- Fire Marshall

**PERMIT STATISTICS - JANUARY THRU JUNE - 2015 THRU 2020**

<u>MONTH</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<b>PERMITS:</b>						
January	11	10	14	13	16	11
February	5	11	15	8	19	28
March	14	22	17	19	26	30
April	15	33	27	27	30	17
May	25	34	31	57	28	22
June	28	27	62	31	21	49
Total	98	137	166	155	140	157

**REGISTRATIONS:**

January	94	100	101	93	92	51
February	7	16	12	16	24	21
March	7	14	14	7	11	9
April	12	16	14	19	19	7
May	20	26	12	18	9	14
June	12	10	32	12	12	21
Total	152	182	185	165	167	123

A03

Building Department Fund

2013	\$	208,621
2014	\$	159,628
2015	\$	145,189
2016	\$	138,133
2017	\$	151,126
2018	\$	169,737
2019	\$	189,684
2020 Budget	\$	117,510
2021 Budget	\$	141,780

South Russell Village  
 Building Department Budget Process  
 2020

Account	2018 (actual)	2019 (actual)	2020 (budget)	2021 budget
Column1	Column2	Column4	Column6	Column72
<b>Income Stream</b>				
Building Permits (Proposed 1% permit fee)		16,180	20,000	20,000
Zoning Permits		1,000	4,000	4,000
Mechanical Permits		16,917	23,000	23,000
Registrations/Licenses		25,900	30,000	30,000
<b>Income</b>	-	<b>59,997</b>	<b>77,000</b>	<b>99,500</b>
<b>Expenses</b>				
<b>Staff</b>				
Building Inspector	74,864	-	-	-
Zoning Inspector			13,000	-
Building Administrator	19,858	26,326	31,000	\$ 66,651.20
Building Clerk	7,762	263	-	-
Fire Marshall	902	610	5,150	5,250
<b>Staff Expenses</b>				
OPERS	14,348	4,778	6,160	
Medicare	1,492	496	800	1,800
health	11,767	995	-	
Life Insurance	84	14	100	100
Workers' Compensation	400	1,159	3,200	5,000
Health Savings Account	4,000	667	-	
<b>Department Expenses</b>				
Smoke Detectors	200	-	200	200
Bldgs/Utilities				
Bldgs/Cleaning				
Bldgs/Telephone				
Bldgs/Maintenance				
Furniture and Fixtures	-		500	-
Computers	2,845	2,149	3,000	3,000
Office Equipment				1,000
Office Supplies	1,971	1,755	2,000	2,500
Cell Phones	420	53	-	500
Travel/Mileage	337	-	-	200



Advertising	744	2,816	2,000	1,000
Safety			-	-
Education/Conferences	1,635	235	500	1,500
Professional Services	1,251	400	2,500	-
Inspection Services	24,000	38,825	42,000	48,250
Insurance	946	921	1,800	1,800
Membership/Dues	310	38	600	600
Misc/other	38	5,000	500	500
Gasoline	665	997	1,000	1,000
Vehicle Mtc.	-	1,534	500	500
Prosecutor			1,000	1,000
Office Expenses	35,162	54,723	57,400	63,350
Total Expenses	170,839	90,030	117,510	142,351
Net Costs	(170,839)	(30,033)	(40,510)	(42,851)

SAFEBuilt Proposal  
 Building Department Budget Process  
 2021

Account	2021 budget
Column1	Column72
<b>Income Stream</b>	
Building Permits	27,000
Zoning Permits	4,000
Mechanical Permits	23,000
Registrations/Licenses	30,000
Income	84,000
SAFEBuilt Sweep of Income	(84,000)
<b>Expenses</b>	
<b>Staff</b>	
Building Inspector	-
Zoning Inspector	-
Building Administrator	
Building Clerk	-
Fire Marshall	5,250
<b>Staff Expenses</b>	
OPERS	
Medicare	
health	
Life Insurance	
Workers' Compensation	
Health Savings Account	
<b>Department Expenses</b>	
Smoke Detectors	200
Bldgs/Utilities	
Bldgs/Cleaning	
Bldgs/Telephone	

Bldgs/Maintenance	
Furniture and Fixtures	-
Computers	3,000
Office Equipment	1,000
Office Supplies	2,500
Cell Phones	500
Travel/Mileage	200
Advertising	1,000
Safety	-
Education/Conferences	1,500
Professional Services	-
Inspection Services	
Insurance	1,800
Membership/Dues	600
Misc/other	500
Gasoline	1,000
Vehicle Mtc.	500
Prosecutor	1,000
Office Expenses	15,100
SAFEBuilt Fee	50,000
Total Expenses	70,550
Net Costs	(70,550)

FOR DISCUSSION PURPOSES ONLY

Proposed 08/01/20

52 weeks a year

	<u>Hrs/week</u>	<u>rate</u>	<u>Tot/week</u>	<u>Annual</u>
Building Dept Admin Assistant Permits Registrations Septic Systems BZA ARB Planning Commission	30	\$ 26.00	\$ 780.00	\$ 39,000.00
Current Total	30		\$ 780.00	\$ 39,000.00
Assistant Zoning Inspector	10	\$ 26.00	\$ 260.00	\$ 13,000.00
Salary Compensation (as a full-time employee)	40		\$ 1,040.00	\$ 54,080.00
paid vacation*	Included			
9 paid Holidays	included			
2 Personal Days	included			
Sick Leave Accrued***				
Health Care**	\$ 83.34			\$ 1,000.00
Health Savings Account	\$ 4,000.00			\$ 4,000.00
OPERS^	\$ 630.93			\$ 7,571.20
Total Compensation				\$ 66,651.20

\*paid vacation is based upon length of service. For purposes of calculating full-time service SRV proposes that current employee's part-time service be calculated from start date hours' worked divided by 40 to establish "Service Weeks" divided by 4.3 to establish "Service Months".

\*\*The Employee would decline health care coverage and receive the health care waiver incentive

\*\*\*Sick leave accrues at 10 hours per month of service worked.

^OPERS assumes employee contribution at 10% and Employer match at 14%

# Inspection Solutions, LLC

## EXHIBIT 1

### FOR DISCUSSION PURPOSES ONLY

Proposed 08/01/20 (CJB)

50 weeks a year

	Hrs/week	# of weeks	\$/hour	Annual
Contracted hours	4.8	50	\$ 100.00	\$ 24,000.00
Excess hours - Office and Residential	5.7	50	\$ 50.00	\$ 14,250.00
Excess hours - Commercial	1.0	50	\$ 75.00	\$ 3,750.00
Zoning Inspector	5.0	50	\$ 25.00	\$ 6,250.00
<b>Total Compensation</b>	<b>16.50</b>		<b>\$</b>	<b>48,250.00</b>

Excess hours

11.70

50

=

585.00

**SERVICE AGREEMENT BETWEEN INSPECTION SOLUTIONS, LLC, AND  
VILLAGE OF SOUTH RUSSELL**

THIS Service Agreement (“Agreement”) is dated as of the \_\_\_\_ day of July 2020, between Inspection Solutions, LLC, and The Village of South Russell.

WHEREAS, Inspection Solutions, LLC (“Inspection Solutions”) and The Village of South Russell (“Village”) want to continue their relationship for the delivery of professional building inspection services.

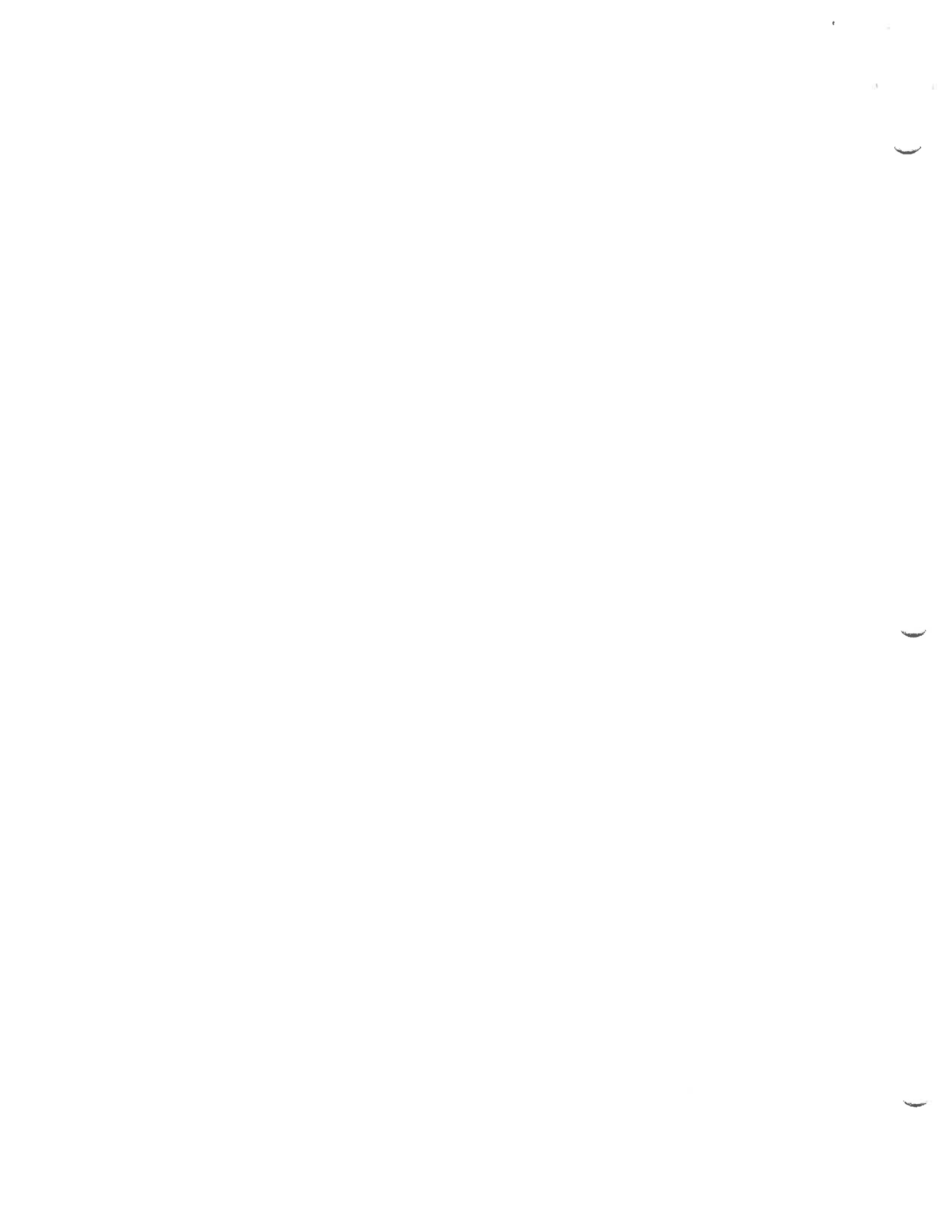
**TERM**

This Agreement shall be in effect as of 1 July 2020. This Agreement shall be on a month to month basis and shall continue until either the Village or Inspection Solutions gives written notice of termination of the Agreement to the other with fifteen (15) days’ notice.

**RETAINER FEE**

On the first day of the month as of 1 July 2020 and every month thereafter during the term of this Agreement, the Village will pay a retainer fee of Two thousand dollars (\$2,000) to Inspection Solutions. In exchange for said retainer, Inspection Solutions, by way of a certified building inspector, will provide the following services:

1. Up to twenty (20) hours per calendar month to answer questions, manage Village projects, and provide general advice and consulting and serve as the Village’s Zoning Inspector.
2. Certification for the department for non-residential buildings.
3. Inspection Solutions reserves the right to have its certified building inspector perform work for other municipalities, corporations, individuals, and entities. However, in further consideration for the retainer, Inspection Solutions’ primary commitment will be to the Village. Inspection Solutions will use its best efforts to ensure that any

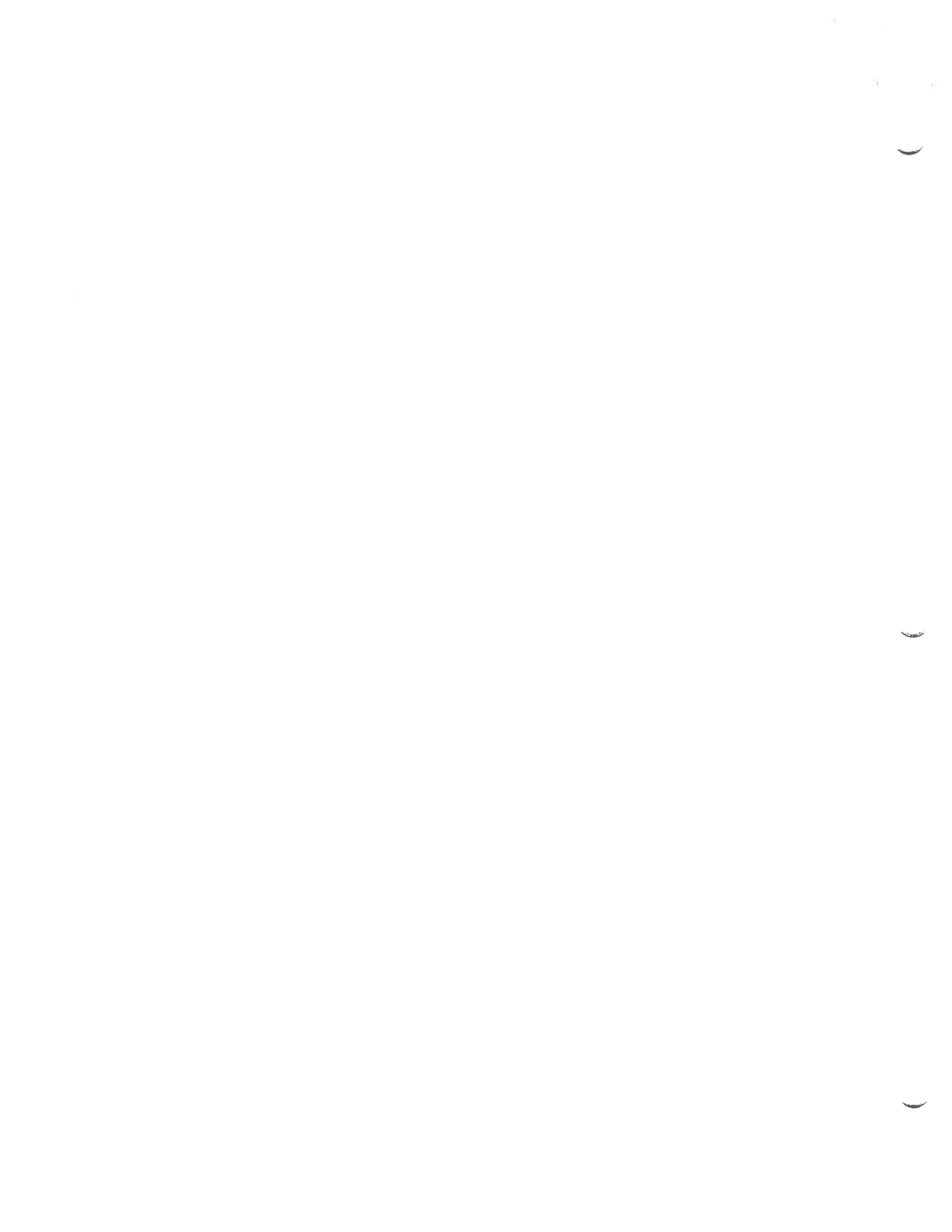




scheduling conflict with Inspection Solutions' inspector is resolved in the Village's favor.

### **OUTSIDE THE RETAINER FEE**

1. **Residential Inspections:** On a monthly basis, any additional days/hours of time beyond 20 hours for the services described in Paragraph 1 above for residential inspections will be billed by Inspection Services to the Village at Inspection Solutions' inspector's hourly rate – Fifty dollars (\$50.00) per hour – with a one hour minimum and billing in quarter hour increments for work beyond the first hour.
2. **Zoning Inspections:** On a monthly basis, any additional days/hours of time beyond the 20 hours for the services described in Paragraph 1 above in furtherance of Inspection Solutions' work for the Village as Zoning Inspector will be billed by Inspection Services to the Village at Inspection Solutions' Zoning Inspector's hourly rate – Twenty-five dollars (\$25.00) per hour – with a one hour minimum and billing in quarter hour increments for work beyond the first hour.
3. **Commercial Inspections:** Inspection Solutions shall provide ten (10) commercial and electrical inspections for the Village as required by the Village per month. Each inspection conducted by Inspection Solutions will be billed to the Village at the rate of Seventy-five dollars (\$75.00) each. Each additional commercial or electrical inspection beyond the first ten per month will be made by Inspection Solutions at no additional charge to the Village. Inspection Solutions will make every reasonable effort to consolidate commercial inspections to include electrical, structural, and HVAC into a single inspection and will be billed accordingly. All inspections will be completed timely according to state code. There will be no additional charge to the Village for re-inspections.



## **BILLING LIMITATIONS**

Inspection Solutions agrees that the total dollars billed to the Village under this Agreement shall not exceed Forty-eight thousand, two hundred fifty dollars (\$48,250.00) per the example set forth in Exhibit 1 attached to this Agreement. Should Inspection Solutions reach the dollar limit of this Agreement as stated above, Inspection Solutions agrees not to bill the Village any amount beyond the limit unless first obtaining the written approval of the Mayor and Council.

## **BILLING AND PAYMENT**

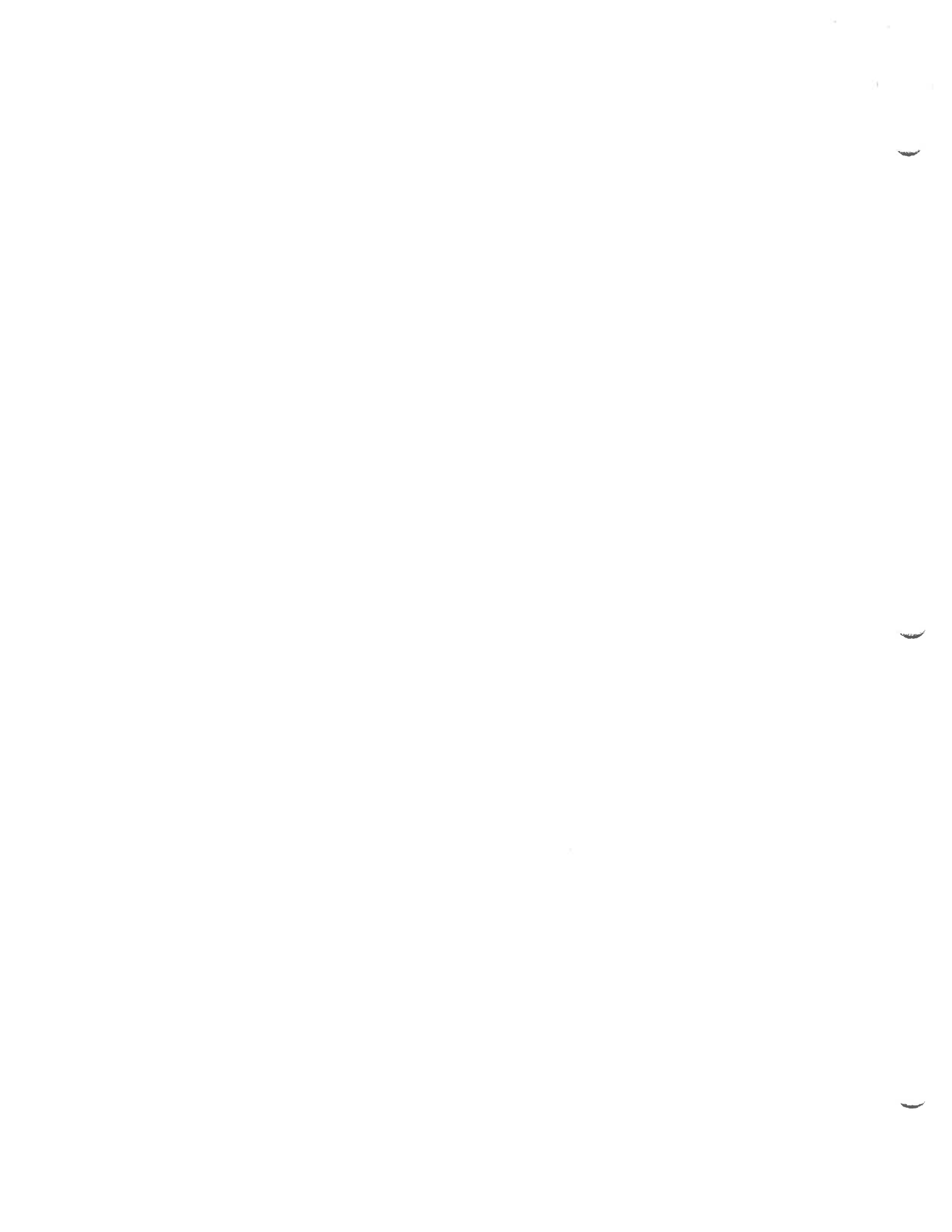
Inspection Solutions shall invoice the Village the first day of each month for service rendered above and beyond the Retainer in the prior month. Village will submit payment in full within Thirty (30) days. All payments, for both the monthly retainer and in satisfaction of monthly invoices, shall be made to:

**Inspection Solutions, LLC, 8460 Lincoln Drive, Chesterland, OH 44026.**

## **INSURANCE**

Inspection Solutions shall maintain the following insurance coverages at its own expense throughout the term of this Agreement:

1. Errors and Omissions liability coverage with liability limits of One million dollars (\$1,000,000.00); and,
2. Personal injury, bodily injury, and property damage liability insurance, including automobile coverage, with liability limits of at least One million dollars (\$1,000,000.00) per occurrence. The Village will be listed as an additional insured under said insurance policy or policies.
3. Inspection Solutions will provide the Village with copies of all pertinent insurance policies and addendums upon the execution of this contract.



**WORKERS COMPENSATION INSURANCE**

Inspection Solutions shall comply with all State of Ohio requirements for Workers Compensation Insurance and provide the Village with written proof of the same.

**ASSIGNMENT OF AGREEMENT**

This Agreement may not be assigned by Inspection Solutions without the consent of the Village at its sole discretion.

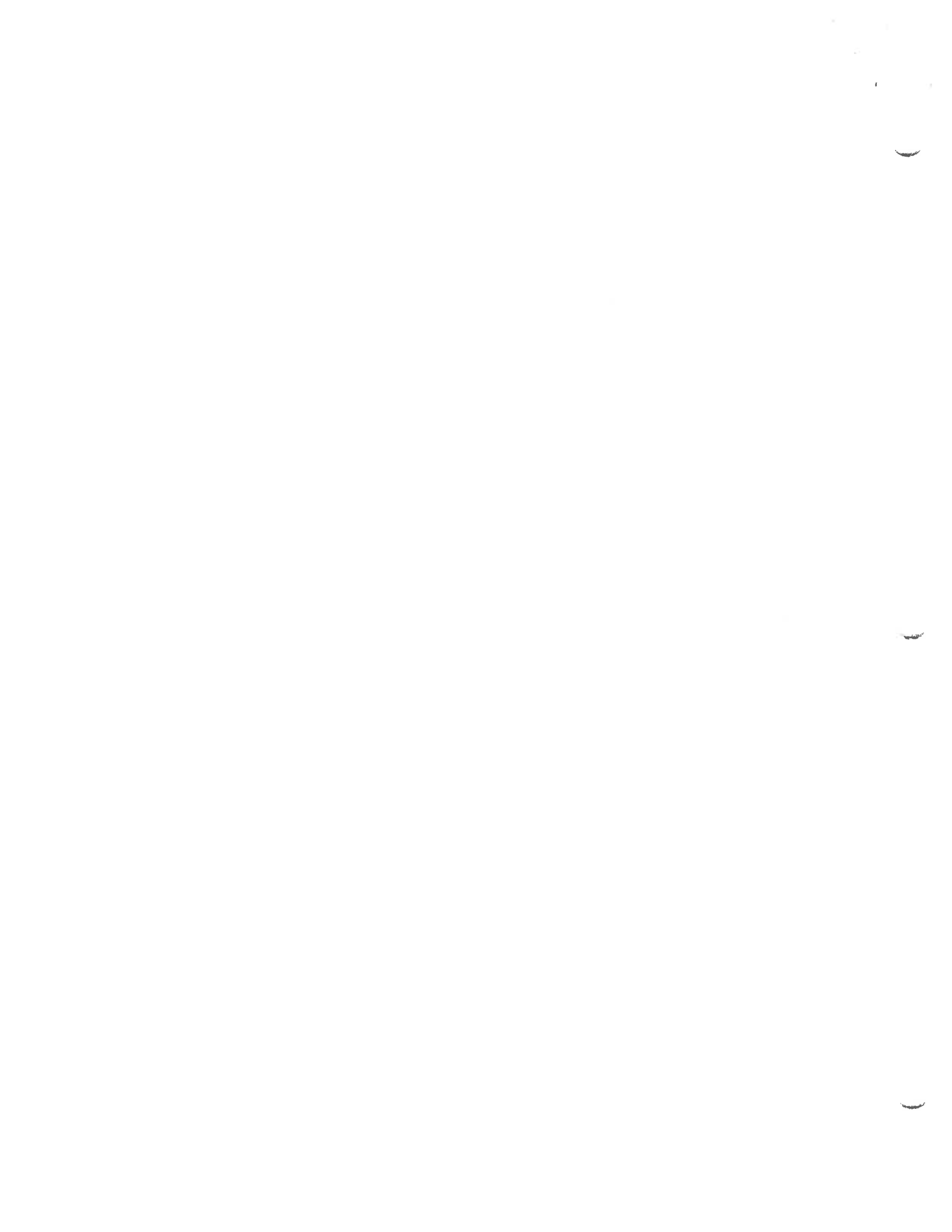
IN WITNESS WHEREOF, each of the undersigned has executed this Agreement as of the date first above written.

**INSPECTION SOLUTIONS, LLC**

By: \_\_\_\_\_  
David T. Hocevar, President

**VILLAGE OF SOUTH RUSSELL**

By: \_\_\_\_\_  
William G. Koons, Mayor



ORDINANCE NO.: 2020-\_\_\_\_\_

FIRST READING \_\_\_\_\_

INTRODUCED BY: \_\_\_\_\_

SECOND READING \_\_\_\_\_

THIRD READING \_\_\_\_\_

**ORDINANCE AMENDING ORDINANCE No. 2015-41, 2016-33, 2017-08, 2018-07, 2018-44, and 2020-07 BY AMENDING PAY RANGES FOR SOUTH RUSSELL VILLAGE EMPLOYEES DUE TO INCREASES OVER TIME.**

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of South Russell, Geauga County, Ohio that:

**SECTION 1.** The Pay Schedules for the following officers and employees of the Village of South Russell shall be as follows:

		MINIMUM		MAXIMUM	
	Mayor	\$19,618	per year	\$26,828	per year
	Council	\$4,635	per year	\$5,923	per year
1	Administrative Assistant	\$13.74	per hour	\$18.59	per hour
2	Board Administrative Assistant	\$13.74	per hour	\$18.59	per hour
3	Building Inspector	\$65,663	per year	\$88,838	per year
4	Fire Marshal	\$17.77	per hour	\$23.95	per hour
5	Fiscal Auditor	\$8,034	per year	\$11,330	per year
6	Fiscal Officer-Tax Administrator	\$75,190	per year	\$101,803	per year
7	Lieutenant	\$65,920	per year	\$88,580	per year
8	Maintenance-Laborer – Service Dept.	\$20.60	per hour	\$31.42	per hour
9	Part-time Patrol Officer	\$19.57	per hour	\$26.78	per hour
10	Patrol Officer	\$49,440	per year	\$82,556	per year
11	Police Chief	\$77,250	per year	\$104,030	per year
12	Police Corporal	\$19.57	per hour	\$26.78	per hour
13	Police Sergeant	\$62,624	per year	\$84,460	per year
14	Street Commissioner	\$71,070	per year	\$95,790	per year
15	Summer Help – Service Department	\$10.30	per hour	\$14.42	per hour
16	Zoning Inspector	\$20.39	per hour	\$29.55	per hour
17	Zoning Secretary	\$13.74	per hour	\$18.59	per hour
18	Building and Zoning Inspector	\$22.83	per hour	\$33.11	per hour
19	Admin Asst. Bldg Dept/Board Clerk	\$16.23	per hour	\$23.53	per hour
20	Part-time Zoning Inspector	\$20.39	per hour	\$29.55	per hour
21	Building Department Administrator	\$23.00	per hour	\$32.00	per hour

**SECTION 2.** The date upon which the above Pay Schedules shall be deemed in effect retroactively to January 1, 2020.

**SECTION 3.** Any position and pay range previously adopted which is not in conflict with this Ordinance and in effect as of the date of this Ordinance remains in full force and effect.

**SECTION 4.** Pay rates for new employees and pay rates for existing employees who change positions will be established by the Mayor within the Pay Schedules in effect at the time. Pay rate adjustments within the Pay Schedules will be established by motion and voted thereon by a majority vote of Council.

**SECTION 5.** This Ordinance amends Ordinance No. 2015-41, 2016-33, 2017-08, 2018-07, 2018-44, and 2020-07.

**SECTION 6.** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees on or after December 2, 1975, that resulted in formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, Ohio Revised Code.

**SECTION 7.** This Ordinance is hereby declared to be an emergency measure for the immediate preservation of the health, welfare and safety of the residents of the Village of South Russell and for the further reason that the pay schedules need to be amended immediately in order to retain experienced personnel in the Village departments.

**SECTION 8.** This Ordinance shall be effective immediately upon its passage.

\_\_\_\_\_  
Mayor - President of Council

ATTEST:

\_\_\_\_\_  
Fiscal Officer

I certify that Ordinance No. 2020-\_\_\_\_ was duly enacted on the \_\_\_\_ day of \_\_\_\_\_, 2020, by the Council of the Village of South Russell, and posted in accordance with the Ordinances of the Village.

\_\_\_\_\_  
Fiscal Officer



# VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer

## POSITION DESCRIPTION

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**Employee Name:** \_\_\_\_\_ **Position Title:** Building Dept. Administrator

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<b>Dept./Div.:</b> Administration	<b>Employment Status:</b>	Full-time
<b>Reports to:</b> Mayor	<b>FSLA Status:</b>	Non-exempt
<b>Normal Hours:</b> Varies	<b>EEO Status:</b>	01 – Officials/Admin.

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### QUALIFICATIONS:

Completion of secondary education or equivalent required; completion of post-secondary education (Associate's degree) preferred; minimum of three (3) years relevant experience and/or training in Building Department Administration; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

None

### EQUIPMENT OPERATED:

Computer, mobile phone, multi-line telephone, fax machine, copier, scanner, and other standard office equipment, vehicle.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS:

### ESSENTIAL FUNCTIONS OF THE POSITION:

By reference and incorporation, the following job descriptions currently on file with the Village:

1. Board Administrative Assistant – Serving as the Board Clerk/Secretary to the Zoning Board of Appeals, the Architecture Review Board, and the Planning Commission.
2. Assistant Zoning Inspector (Zoning Secretary) – Provides the administrative support to the Zoning Inspector. Coordinates with the Zoning Inspector to make inspections, review documents, and ensure that the administrative process is followed.
3. Building Department Administrator (Administrative Assistant) to the Building Department – Provides administrative support to the Building Inspector.

### OTHER DUTIES:

Performs other duties as assigned or directed.

### POSITIONS DIRECTLY SUPERVISED:

None.

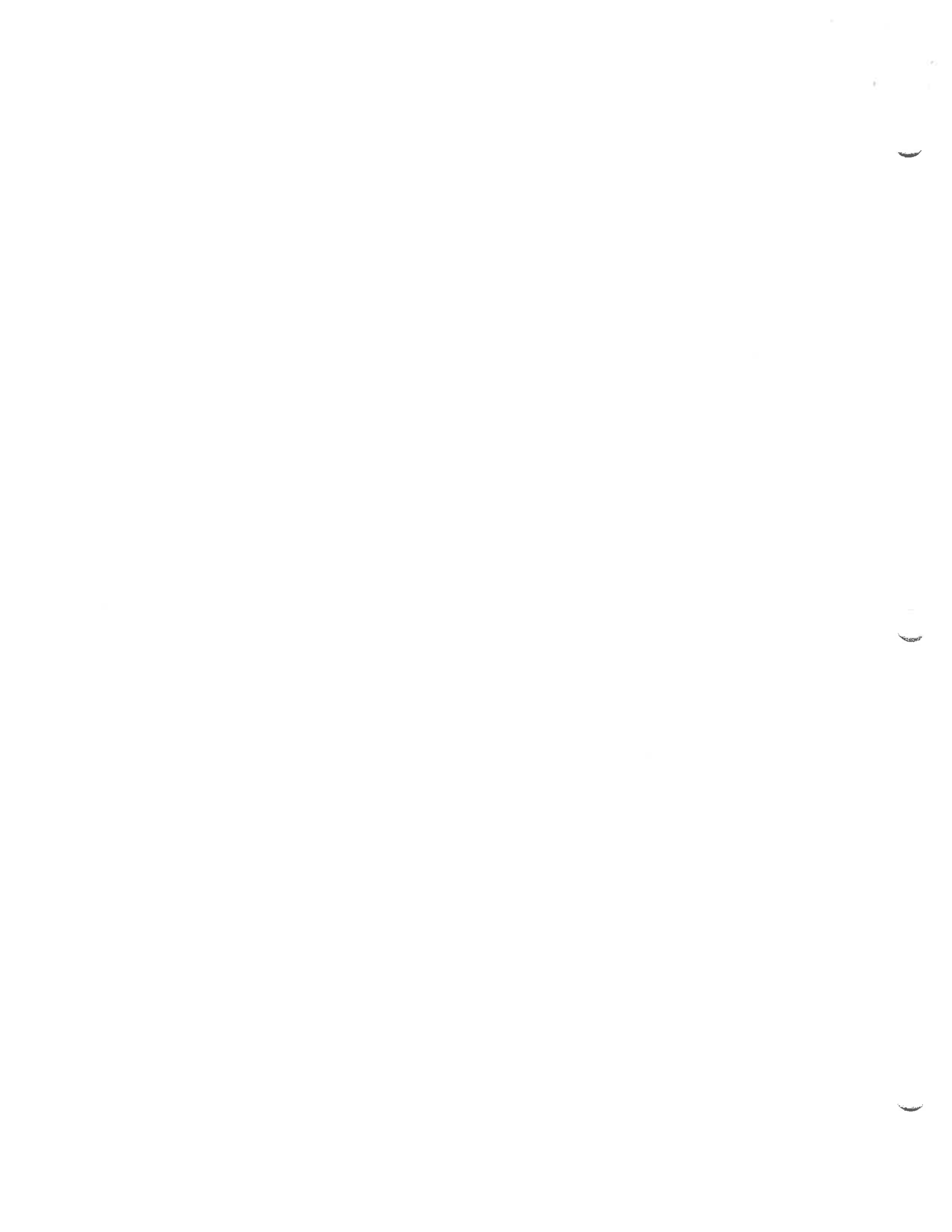
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\_\_\_\_\_  
Signature of Appointing Authority

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 1 of 2

<b>Employee Name:</b>		<b>Position Title:</b>	Board Administrative Assistant
<b>Class Number:</b>		<b>Class Title:</b>	Board Administrative Assistant
<b>Dept./Div.:</b>	Administration	<b>Employment Status:</b>	Part-time
<b>Reports to:</b>	Building Inspector	<b>FLSA Status:</b>	Non-exempt
<b>Normal Hours:</b>	varies	<b>EEO Status:</b>	06 – Administrative Support

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) required; completion of post-secondary education (Associate's degree) preferred; minimum of one (1) month of relevant experience and/or training performing responsible secretarial duties; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

None.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Calculator, computer, mobile phone, multi-line telephone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to fifty (50) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

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

95% (1) Serves as the Secretary for the Zoning Board of Appeal, the Architecture Review Board and the Planning Commission; performs a variety of confidential and complex administrative and secretarial functions; prepares correspondence and forms; maintains filing and retrieval systems and processes; takes meeting minutes; prepares a variety of forms, letters, memoranda, and reports; prepares and sets up for Board meetings; files and maintains Architecture Review Board cases.

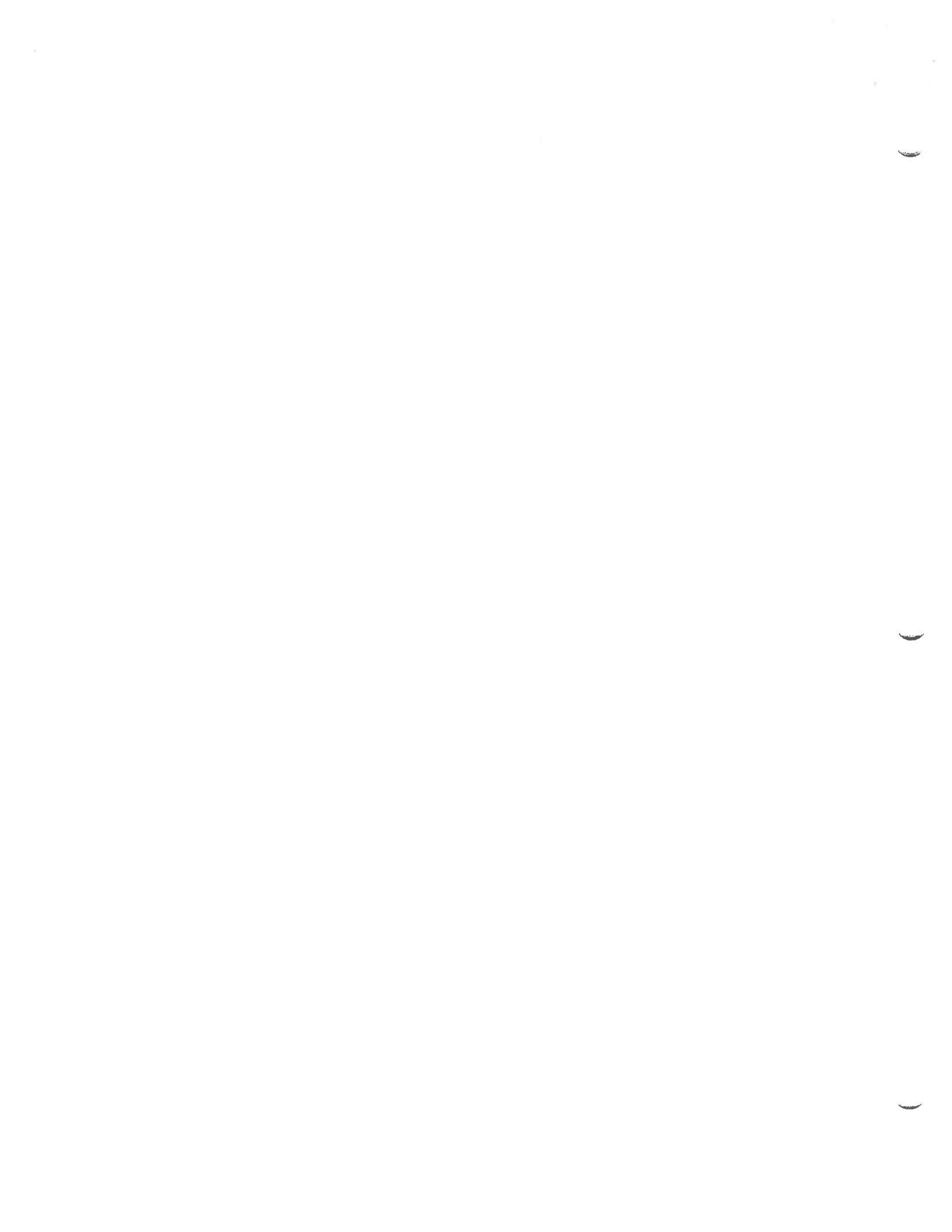
(2) Maintains required licensure and certification, if any.

Developed by:

Date Adopted: 3/11/19

Clemans, Nelson & Associates, Inc.

Date Revised:



(3) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(4) Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

5% (5) Performs other duties as assigned or directed.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** budgeting; accounting; office practices and procedures; Village/department goals and objectives;\* Village/department policies and procedures;\* workplace safety practices and procedures;\* personnel rules and regulations;\* computers and computer programs (e.g., Microsoft Office, Google Docs, Geauga Real Link, etc.); records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; customer service.

**Skill in:** typing; data entry; word processing; switchboard or telephone console operation; computer operation; use of modem office equipment.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; make day to day decisions; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; work alone on most tasks; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite.

**POSITIONS DIRECTLY SUPERVISED:**

None.

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(Signature of Appointing Authority)

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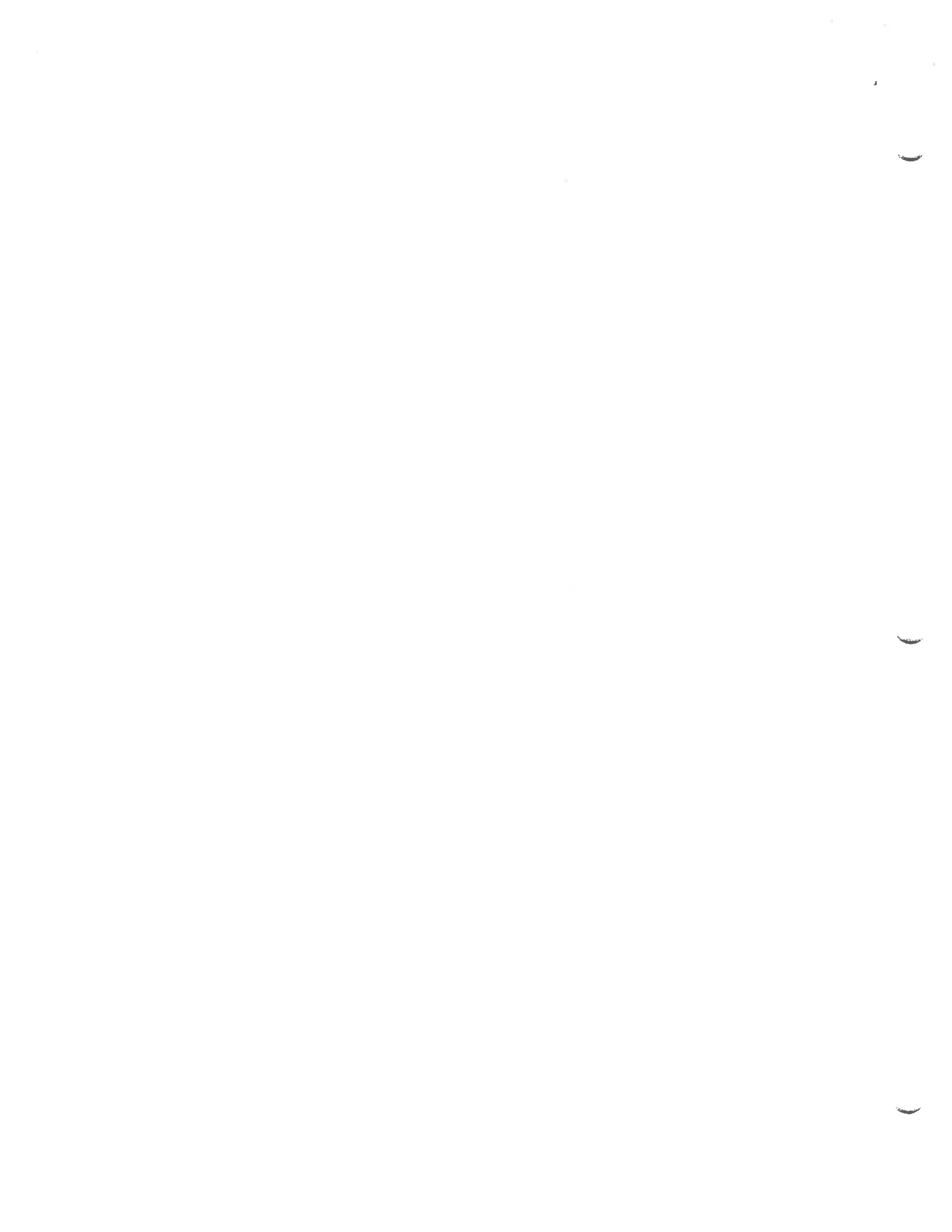
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(Signature of Employee)

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(Date)



# VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>		<b>Position Title:</b>	Zoning Secretary
<b>Class Number:</b>		<b>Class Title:</b>	Zoning Secretary
<b>Dept./Div.:</b>	Zoning Department	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Zoning Inspector	<b>FLSA Status:</b>	Non-exempt
<b>Normal Hours:</b>	8:00 a.m. - 4:00 p.m. (Mon.-Fri.)	<b>EEO Status:</b>	06 – Administrative Support

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**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) required; minimum of one (1) year of relevant experience and/or training performing responsible administrative duties; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

None.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Calculator, computer, mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

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

Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to fifty (50) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

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

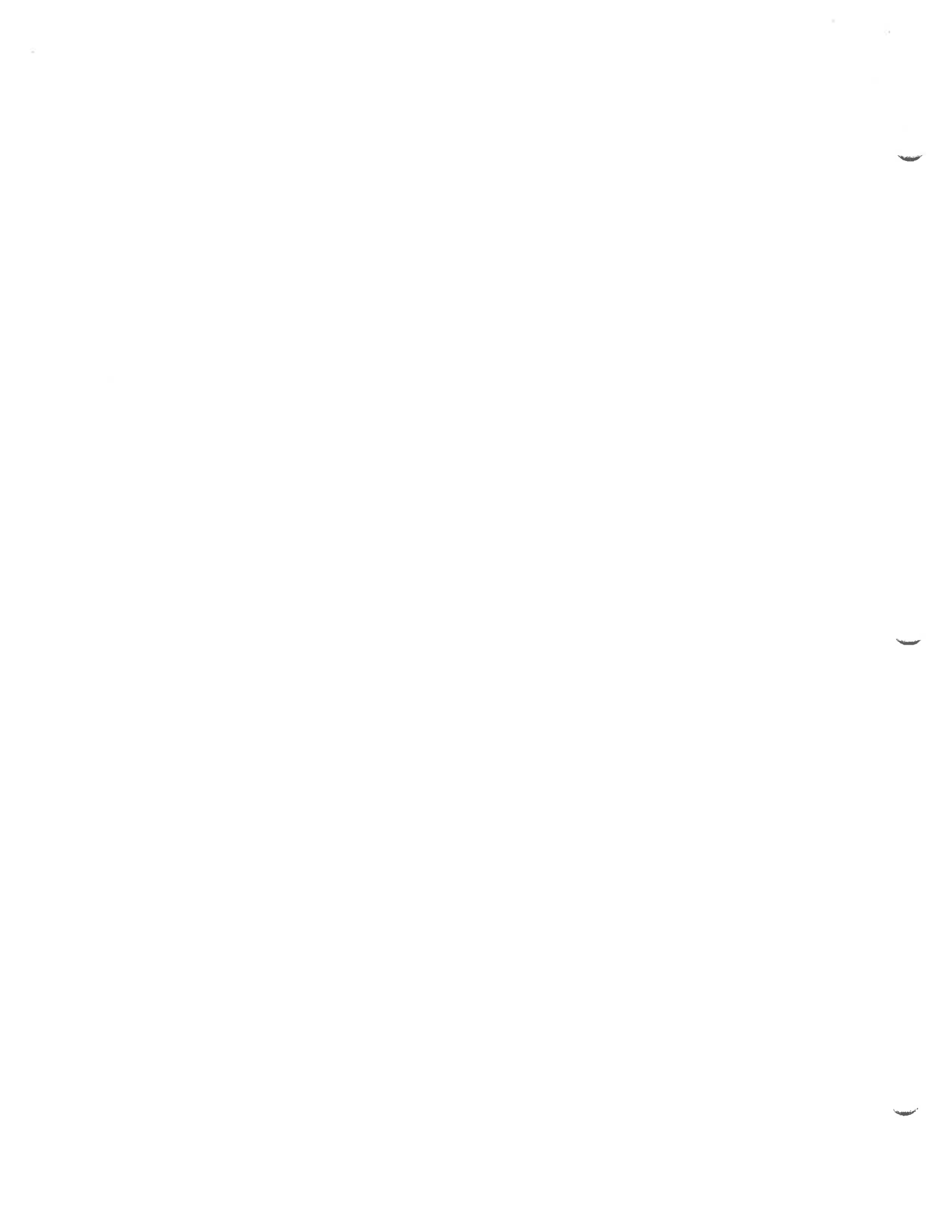
30% (1) Provides administrative support to the zoning inspector (e.g., correspondence, answers phone calls, answers zoning questions, maintains office files, etc.); researches Village records as required; maintains database in computer and data entry of all zoning records (e.g., permits, variances, conditional uses, parks, nonconforming uses, etc.); maintains filing system for all zoning permits and variances; helps to ensure tax maps and subdivision maps are up-to-date; acts as a liaison between the Zoning Inspector and residents; acts as a liaison between the Zoning Inspector and Zoning Boards.

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Developed by:

Date Adopted: 3/11/19

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- 30% (2) Provides administrative assistance for special zoning projects; processes building permit applications; files electrical permits; processes residential and commercial electrical applications and permits; provides staff support to other divisions.
- 25% (3) Answers telephone and directs calls to appropriate official or employee; greets visitors, ensuring hospitality and that visitor is properly directed, including walk-ins who have no appointment; schedules appointments or meetings as needed for officials or staff.
- 10% (4) Monitors office supplies and orders as needed; advises department head on needed equipment and supplies; coordinates paper flow and records management to ensure that office activities are properly documented.
- (5) Attends meetings, as directed; attends training and seminars, as directed.
- (6) Maintains required licensure and certifications, if any.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- 5% (9) Performs other duties as required.

#### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

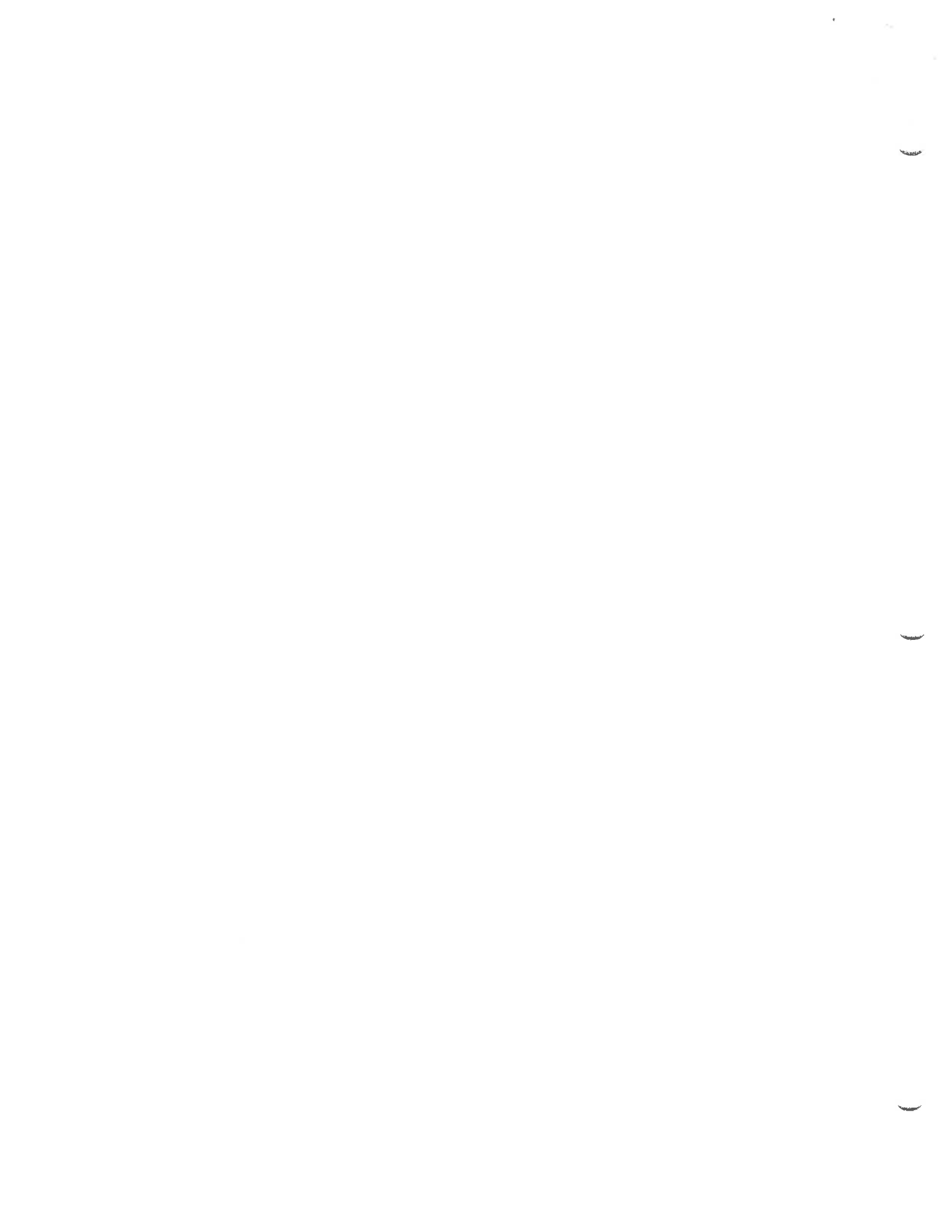
**Knowledge of:** office practices and procedures; \*Village/department goals and objectives; \*Village/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; computers and computer programs (e.g., Microsoft Office, ArcGIS, etc.); community resources and services; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; drafting; land use planning; zoning and building codes; principles and practices of zoning and zoning enforcement.

**Skill in:** computer operation; use of modern office equipment; customer service.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; handle code enforcement situations both tactfully and impartially; read plans and specifications; multi-task.

#### **POSITIONS DIRECTLY SUPERVISED:**

None.



# VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>		<b>Position Title:</b>	Zoning Secretary
<b>Class Number:</b>		<b>Class Title:</b>	Zoning Secretary
<b>Dept./Div.:</b>	Zoning Department	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Zoning Inspector	<b>FLSA Status:</b>	Non-exempt
<b>Normal Hours:</b>	8:00 a.m. - 4:00 p.m. (Mon.-Fri.)	<b>EEO Status:</b>	06 – Administrative Support

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(Signature of Appointing Authority)

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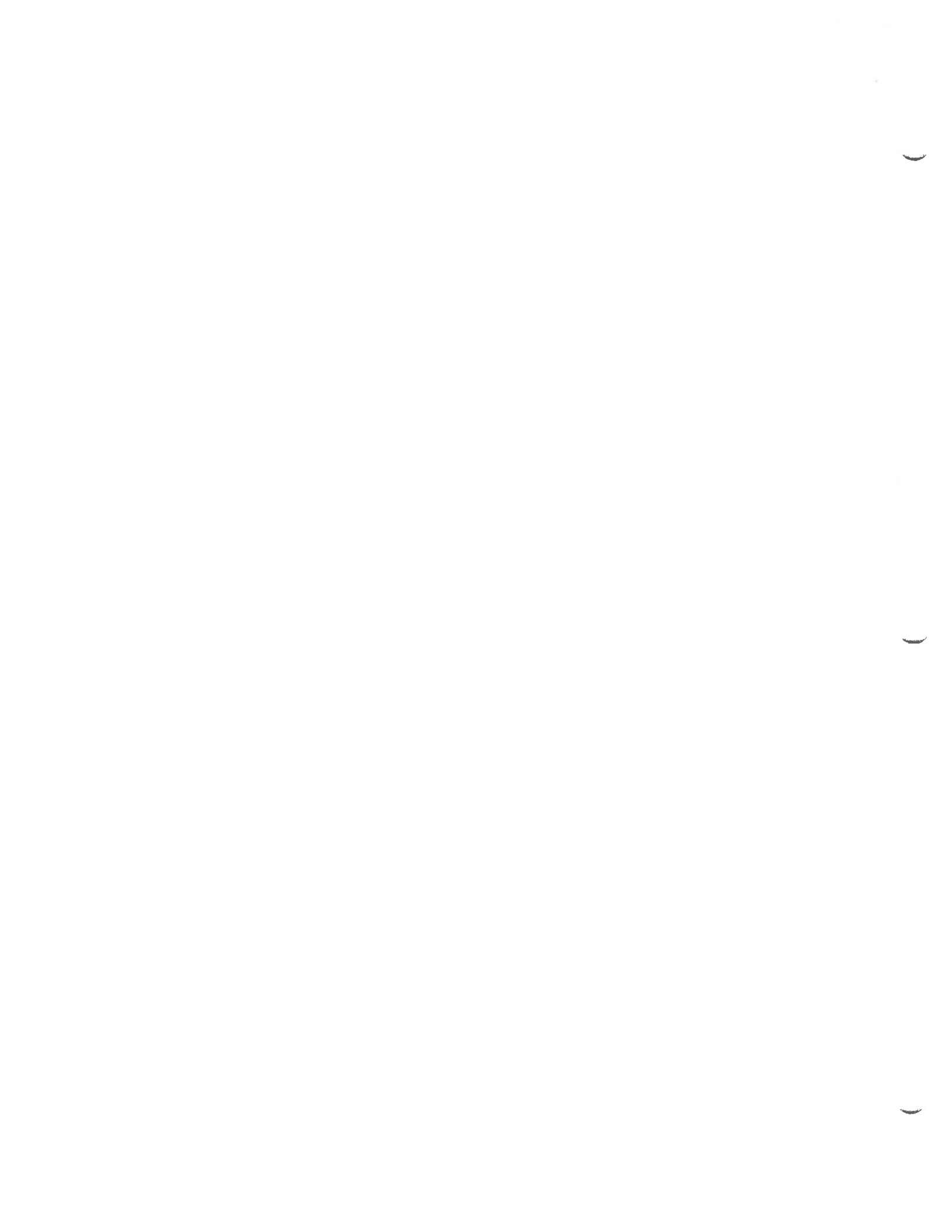
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Date Adopted: 3/11/19

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# VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 1 of 2

<b>Employee Name:</b>		<b>Position Title:</b>	Administrative Assistant / Board Clerk
<b>Dept./Div.:</b>	Building Department	<b>Employment Status:</b>	Part-time
<b>Reports to:</b>	Fiscal Officer/Tax Admin	<b>FLSA Status:</b>	Non-exempt
<b>Normal Hours:</b>		<b>EEO Status:</b>	06 – Administrative Support

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) required; minimum of one (1) year of relevant experience and/or training performing responsible administrative duties; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

None.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Calculator, computer, mobile phone, multi-line telephone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

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

Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to fifty (50) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

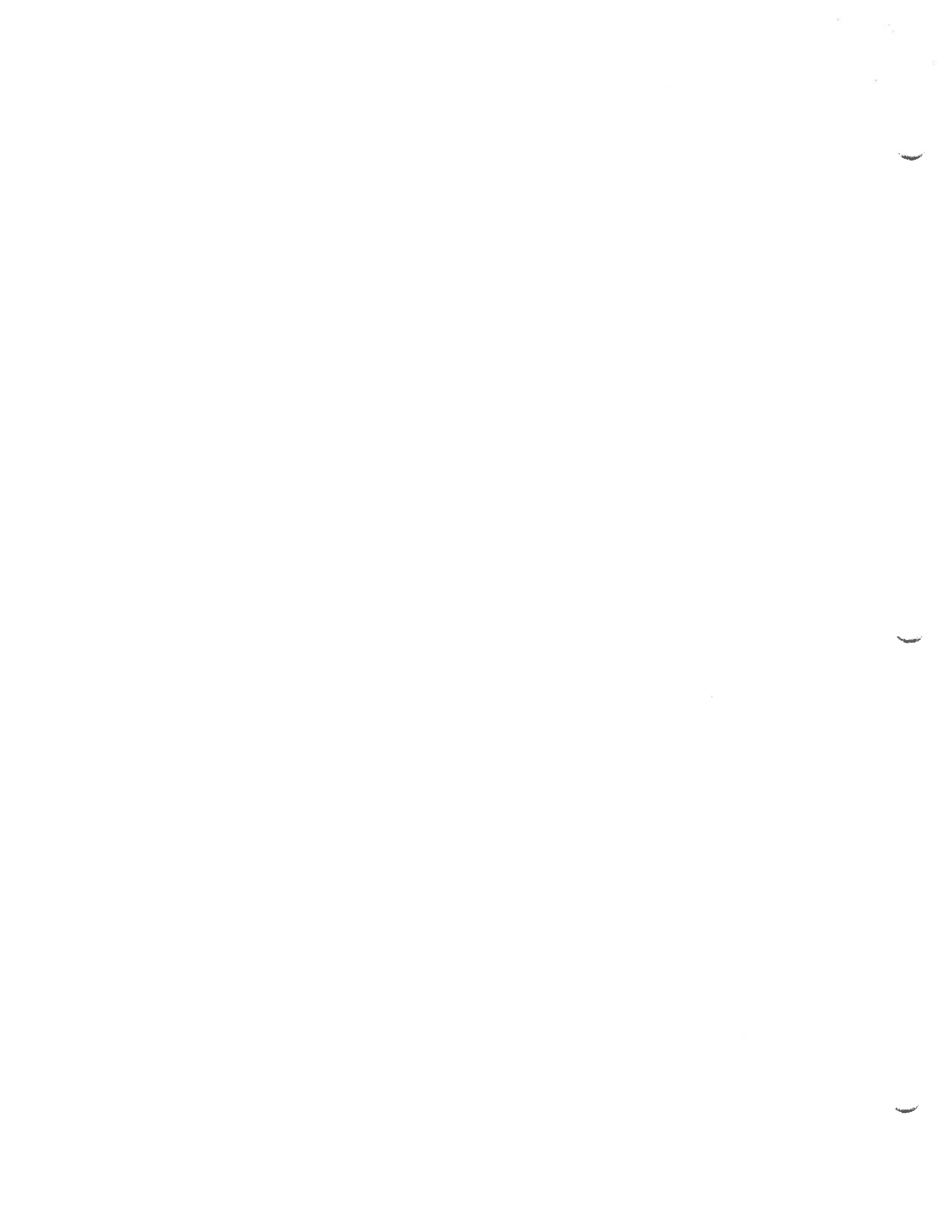
**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 45% (1) Schedules, enters and tracks inspections; ensures permits are processed, entered and mailed; maintains office records; prepares various departmental reports; ensures septic records are kept and monitored; responds to requests from property owners and residents.
- 40% (2) Maintains and purchases departmental supplies; monitors office expenses; performs various other administrative tasks; performs office copying, scanning, and filing, as necessary; provides support to managers and inspectors.
- 10% (3) Serves as the Secretary for the Zoning Board of Appeal, the Architecture Review Board and the Planning Commission; performs a variety of confidential and complex administrative and secretarial

Developed by:

Date Adopted:  
Date Revised:

Clemans, Nelson & Associates, Inc.



functions; prepares correspondence and forms; maintains filing and retrieval systems and processes; takes meeting minutes; prepares a variety of forms, letters, memoranda, and reports; prepares and sets up for Board meetings; files and maintains Architecture Review Board cases.

(4) Maintains required licensure and certifications, if any.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

5% (7) Performs other duties as required.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** office practices and procedures; Village/department goals and objectives;\* Village/department policies and procedures;\* workplace safety practices and procedures;\* personnel rules and regulations;\* computers and computer programs (e.g., Microsoft Office, Custom Septic Software, etc.); records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; customer service.

**Skill in:** typing; data entry; word processing; switchboard or telephone console operation; computer operation; use of modem office equipment.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; work alone on most tasks; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite.

**POSITIONS DIRECTLY SUPERVISED:**

None.

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)

