



ROSS TOWNSHIP RESOLUTION NUMBER 2016-058

RESOLUTION AMENDING THE ROSS TOWNSHIP PERSONNEL POLICY TO ADD SECTION A.01.02 PERTAINING TO CREATION OF A PART-TIME POSITION ENTITLED ASSISTANT TO THE FISCAL OFFICER WITHIN THE ADMINISTRATION DEPARTMENT

WHEREAS, at Resolution 11-39, the Ross Township Board of Trustees adopted comprehensive Personnel Policies to assist Ross Township employees in answering questions they may have regarding Township operations; and

WHEREAS, various Resolutions adopted over time by the Ross Township Board of Trustees amend these comprehensive Personnel Policies regarding Township operations; and

WHEREAS, in order that the Township create of a new part-time Assistant to the Fiscal Officer position within the Administration Department.

BE IT RESOLVED, by the Trustees of Ross Township, Butler County, Ohio, as follows:

SECTION 1-A:

That the Board of Trustees hereby creates of a new part-time Assistant to the Fiscal Officer position within the Administration Department in its completed form, as attached hereto as Exhibits "A".

SECTION 2:

This resolution shall take effect on December 15, 2016, following the filing of this resolution with the Ross Township Fiscal Officer.

SECTION 3:

It is hereby determined that all formal actions of the Board of Trustees relating to the adoption of this Resolution were taken in an open meeting of the Board of Township Trustees and that all deliberations of such Board of Trustees were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

INTRODUCTION AND VOTE RECORD:

Trustee Wurzelbacher introduced the foregoing Resolution and moved its adoption, Trustee Yordy seconded the Motion. The roll being called upon the question of adoption of the Resolution by the Township Fiscal Officer, the vote resulted as follows:

Trustee Willsey ABSENT Wurzelbacher AYE Yordy AYE

Adopted at the meeting of the Ross Township Board of Trustees this 15th day of December, 2016.

Raymond Wurzelbacher
Raymond Wurzelbacher, President

Ellen Yordy
Ellen Yordy, Vice President

ABSENT
Thomas Willsey, Trustee

AUTHENTICATION

This is to certify that this resolution was duly adopted by the Board of Trustees, and filed with the Ross Township Fiscal Officer, this 15th day of December, 2016.

Judy Huffman
Judy Huffman
Ross Township Fiscal Officer

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A.01.02 Assistant to the Fiscal Officer

CREATED: December 15, 2016

POSITION SUMMARY:

The Ross Township Administrative Department Assistant to the Fiscal Officer assists the Fiscal Officer and Township Administrator with clerical duties and administrative support in relation to the finances of the Township. Computer skills using Microsoft Office products are necessary to prepare payroll and reports required by the Ohio Auditor of State's office and the Unified Accounting Network (UAN) system. Position maintains a high degree of independence, initiative, and interaction with all factions of Ross Township.

POSITION FACTS:

Type:

Temporary Full Time Part Time Seasonal

Classification:

Salaried/Exempt Hourly/Non-Exempt Contractual Other

Weekend work required:

Yes No Possibly required

Shift work required:

Yes No Possibly required

Overtime:

Possibly required Not required Required

RELATIONSHIPS AND CONTACTS: Ross Township Assistant to the Fiscal Officer reports primarily to the Fiscal Officer and secondarily to the Township Administrator. The individual in this position must maintain productive relationships between all departments, other governmental agencies, private organizations and residents.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS: Work sites include the Ross Township Government Center located at 4055 Hamilton Cleves Road, other township buildings, as well as areas inside and outside of Ross Township. Physical requirements of the position include lifting and/or moving varying amounts of weight, kneeling, bending at the waist for periods of time.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Assisting the Fiscal Officer by learning and operating all facets of the UAN system including budgeting, invoicing, accounts receivable and payable, purchase orders, payroll, reports and recordkeeping.
2. Secondarily, assist in the Township Administrator with any duties assigned of a clerical nature.

MINIMUM QUALIFICATIONS:

Must be at least 21 years old, have a high school diploma or GED, have a valid operator license and be insurable under the Ross Township insurance policy. Must be able to meet all medical and physical standards prescribed under the job description. Must be competent to carry out oral and written instructions; write and speak effectively; possess good general intelligence and emotional stability; show a willingness to cooperate with township elected officials and other department employees and a willingness to learn and increase skills to accomplish new assignments.