



RESOLUTION 13-13

**A RESOLUTION AUTHORIZING THE VILLAGE MANAGER
TO APPOINT AN ADMINISTRATIVE ASSISTANT**

WHEREAS, the Section 5.04(a) of Village of Johnstown Charter states the Village Manager may “appoint, promote, suspend, remove or otherwise discipline any Municipal employee...” and

WHEREAS, the Administrative Assistant is responsible organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. The Administrative Assistant is responsible for providing office management services which includes maintaining office services and efficiency and maintaining office records; and


WHEREAS, the Village Manager hereby recommends that the Village Council provide, by this resolution, the requisite consent and approval for the Village Manager to appoint an Administrative Assistant, contingent upon the candidate’s successful completion of the background check and drug screening;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF JOHNSTOWN, COUNTY OF LICKING, STATE OF OHIO; A MAJORITY OF THE MEMBERS CONCURRING THAT:

Section 1. Without creating a contract for employment, the Village Council herein provides the requisite consent and approval for the Village Manager to appoint Teresa Monroe to the position of Administrative Assistant at the rate of \$13.00 per hour contingent upon the candidate’s successful completion of the background check and drug test. The Administrative Assistant shall be employed at-will and will be subject to the terms and conditions of the Employee Handbook.

Section 2. It is found and determined that all formal actions of this Village Council concerning and relating to the recommendation of adoption of this Resolution were approved in an open meeting of this Village Council and that meetings resulted in such formal action where meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the VILLAGE OF JOHNSTOWN.

By: _____



Sean Stanart, Mayor

Date Passed: March 19th 2013

ATTEST TO:

APPROVED AS TO FORM:


Clerk of Council


David Wigginton
Law Director