

RESOLUTION #2020-15

A RESOLUTION AMENDING THE CLASSIFICATION SPECIFICATION
PLAN (Village Administrator and Chief of Police)

WHEREAS, the Council of the Village of Ada has previously adopted a classification plan for the employees, and

WHEREAS, it now wishes to amend the classification specification plan for its employees by amending position requirements,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF ADA, OHIO:

SECTION 1: That the amendments to the Classification Specification Plan, attached hereto marked as Exhibit A and Exhibit B, and by this reference incorporated herein, be and are hereby adopted as amended.

SECTION 2. This Resolution shall go into effect from and after the earliest period allowed by law.

PASSED: 08/18/2020


MAYOR

ATTEST:


FISCAL OFFICER

VILLAGE OF ADA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION

Class Title: Village Administrator

GENERAL DESCRIPTION:

Under administrative direction, manages and controls all village owned utilities, including water and sewer services; makes rules and regulations as deems necessary for the safe, economical, and efficient operation of such utilities; presents proposed rates and charges for village utilities for the consideration of council; supervises the improvement and repair of public streets, alleys, and other public property; supervises the lighting and cleaning of all streets, alleys, public buildings, and places; appoints officers, employees, agents, clerks, and assistants to positions authorized and created by council, subject to the approval of the mayor; makes contracts; purchases supplies and materials; seeks legislative authority for purchases in excess of \$50,000.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of associate's degree in finance or administration, plus two (2) to four (4) years related experience (experience in utilities/works preferred); or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the village's vehicle insurance policy.

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

Personal computer, computer software, printer, copy machine, telephone, fax machine, scanner, and other standard modern/business office equipment; motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); exerts up to 50 pounds of force occasionally; up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects such as file boxes, records, etc.

ILLUSTRATIVE DUTIES: For purposes of 42 USC 12101:

1. Directs and supervises all village departments, including streets, public utilities, and additional personnel that assist and support village services, including the administrative staff in the village office; conducts staff meetings; develops long-range planning regarding departmental operation (e.g., capital improvements, personnel, budgetary requests, administrative project supervision, etc.); develops policies and procedures; prepares reports and estimates for implementation and supervises the implementation of plans after approval; monitors and reports village and project progress; recommends methods for improvement.

Developed by:

Date Adopted: 3/11/2014; Resolution 2014-08 Clemans, Nelson & Associates, Inc.

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Dublin, Ohio 43017

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Class Title: Village Administrator

2. Analyzes departmental needs and requests and project estimates; assists fiscal officer with preparation of appropriation budget, forecasting, and capital improvements plan in conjunction with boards, committees, and the mayor; prepares grant applications; prepares bid packets and specifications; monitors budget and expenses; prepares and approves purchase orders as purchasing agent for the village.
3. Coordinates work orders, equipment, and personnel assignments to accomplish operational needs; recommends hiring and firing; monitors work performance of employees; has access to personnel files; conducts performance evaluations; provides supervision and training; interviews prospective applicants; administers disciplinary action as necessary; resolves complaints; ensures work is in compliance with organizational and regulatory standards; plans and prepares work schedules; enforces village policies and procedures; oversees activities of independent contractors.
4. Attends various meetings (e.g., village council, committee meetings, etc.); conducts research for boards relating to requested information or legislative needs and requirements; prepares and presents reports; meets with personnel to provide information regarding changes and receives information necessary for planning projects; conducts various activities to maintain public relations; answers inquiries and complaints from the public.
5. Develops facility and equipment maintenance plans; orders and dispatches additional equipment and materials; performs periodic inspections of facility and equipment; plans and recommends the improvement of facilities and/or equipment; oversees preventative maintenance and repair of facility and equipment.
6. Attends outside meetings and seminars relating to safety and public works departments; forwards information that impacts village operations and other duties as may be assigned; maintains contact and working relationship with village solicitor, contractors/consultants, the public, and other governmental agencies.
7. Maintains required licensures and certification, if any.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

10. Performs other duties as assigned.

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CLASSIFICATION SPECIFICATION

Class Title: Village Administrator

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: budgeting; finance; *village goals and objectives; *village policies and procedures; government structure and process; government grant programs; public relations; media relations; human resources management; employee training and development; personnel administration; supervisory principles and practices; department management; local geographical area; project management; interviewing; Occupational Safety and Health Administration rules and regulations; Department of Labor rules and regulations; purchasing; workplace safety practices and procedures.

Skill in: word processing; computer operation; use of modern office equipment; motor vehicle operation.

Ability to: 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; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; perform basic addition and subtraction; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; handle sensitive inquiries from, and contacts with, officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; cooperate with co-workers on group projects; interpret a variety of information in written oral, picture, or schedule form; determine material and equipment needs.

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VILLAGE OF ADA
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CLASSIFICATION SPECIFICATION

Class Title: Chief of Police

GENERAL DESCRIPTION:

Under administrative direction of the mayor, serves as village marshal and is responsible for the administration of the police department and is considered the chief executive officer, under the mayor, of the department; upholds and enforces the laws and implements measures for the prevention of crime, apprehension of criminals, and protection of lives and property; has exclusive control of the stationing and transfer of all agency employees, under general direction of the mayor; has the final authority for issuing policy and discipline within the police department, under general direction of the mayor.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education and certification from Basic Police Officer Training School with five (5) or more years of experience as a police officer, with three (3) or more years of command level supervisory experience; completion of a recognized advanced law enforcement supervisory or leadership program or any equivalent combination of education, experience, and training, which provides the required knowledge, skills, and abilities. Examples of acceptable advanced leadership programs include The John Glenn College of Public Affairs, Police Executive Leadership College (PELC), Certified Law Enforcement Executive (CLEE), Southern Police Institute (SPI), and/or the FBI National Academy.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Peace Officer certification, LEADS certification, radar certification, and annual firearms certification; must possess a valid Ohio driver's license and maintain insurability under the village's vehicle insurance policy.

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

Personal computer, printer, copy machine, fax machine, and other modern/standard business office equipment; firearms, handcuffs and restraint devices, speed measuring devices, fire extinguishers, breath testing devices, department vehicles, pepper spray, TASER, AED, computer crime scene equipment, drug testing kits, police radio, recorders, data communication equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in an area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (firearms); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; works second or third shift; is periodically exposed to blood and other bodily fluids; exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently; occasionally lifts objects 50 pounds or less;

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Class Title: Chief of Police

occasionally carries objects 50 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less.

ILLUSTRATIVE DUTIES: For purposes of 42 USC 12101:

1. Promptly executes all directives of the mayor and issues such orders to department personnel as required; efficiently directs and manages police department operations; plans and coordinates departmental work activities and ensures work complies with departmental policy and procedure; supervises personnel (e.g., makes personnel assignments, evaluates performance, initiates changes in work methods, administers discipline, addresses employee grievances, etc.); conducts periodic meetings of department personnel to discuss and resolve problems and provide for the proper dissemination of information; makes recommendations regarding appointment, promotion, and discipline of officers; plans and provides departmental training for department personnel; reviews personnel records; calculates figures and verifies accuracy; prepares budget for police department.
2. Maintains departmental records and prepares reports; prepares annual report outlining the problems, service, and activities of the police department; reviews reports submitted by police officers; ensures internal reports and reports to outside agencies are accurately prepared; prepares and signs correspondence.
3. Develops departmental work rules, regulations, policies and procedures; plans and implements operational objectives by developing guidelines for improvement and upgrading of police department performance levels; serves as advisor regarding application of law to departmental operations, preparation of court cases, etc.
4. Engages in patrol, investigative, and other law enforcement activities such as enforcing laws, protecting citizens and their property, responding to requests for assistance, administering first aid, conducting searches, arresting suspects, etc.; plans and administers police programs designed to prevent and repress crime, apprehend and prosecute offenders, recover property, and regulate non-criminal conduct; modifies plans as appropriate; develops or adopts new techniques to improve the effectiveness in the discharge of primary obligations of the department.
5. Develops and maintains professional competence and awareness through in-service training and professional organization activities, reads professional publications, conducts research and other such activities; attends meetings, conferences, seminars, and other training to achieve and maintain the highest levels of proficiency in law enforcement techniques and procedures.
6. Serves as official departmental representative for media, community, county, and state relations; prepares and issues news releases; may meet with, and answer questions from, public and news media as required; coordinates activities periodically with other village departments and/or county sheriff's office.
7. Investigates complaints made against employees of the police department.

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8. Performs duties of a police officer as required.
9. Maintains required licensure and certification.
10. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
11. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

12. Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *village policies and procedures; *department policies and procedures; interviewing; LEADS computer operations; public safety radio dispatching procedures; two-way radio operations; geographic layout of jurisdiction; department goals and objectives; traffic laws governing vehicle operations; criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; surveillance techniques; security practices and procedures; disaster management; uniform criminal recording codes; criminal justice; public relations; media relations; community resources and services; marketing; courtroom procedures; civil procedure; criminal procedure; legal terminology; Ohio Revised Criminal Code; records management; human resources management; employee training and development; personnel administration; workplace safety; supervisory principles and practices; manpower planning; public administration; business administration; project management; local geographical area.

Skill in: data entry; computer operation; use of modern office equipment; motor vehicle operation; operation and care of firearms; operation and care of two-way radio equipment; operation and care of video recording equipment.

Ability to: carry out instructions in written, oral, or other form; interpret a variety of instructions in written, oral, or other form; deal with problems involving few variables within familiar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; 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; select most qualified applicant according to specifications for referral; train or instruct others; determine material and equipment needs; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established

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Exhibit B

Class Title: Chief of Police

procedures; answer routine telephone inquiries; develop and maintain effective working relationships; resolve complaints; subdue and/or restrain criminals.

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