

ORDINANCE NO. 26-25

**AN ORDINANCE CREATING THE POSITION OF CLERK OF
COUNCIL AND MAYOR'S ASSISTANT AND SETTING THE
SALARY THEREOF.**

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BELLAIRE, COUNTY
OF BELMONT, STATE OF OHIO:

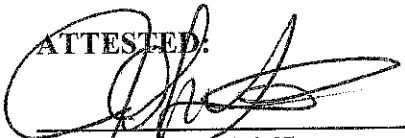
SECTION 1: That the position of Clerk of Council and Mayor's Assistant is created. That the hourly rate will be \$15.00 per hour. This is a part-time position. This position and pay will be effective August 6, 2026. This position includes a six-month probationary period.

SECTION 2: The job description for the Clerk of Council and Mayor's Assistant position is attached to this ordinance as Exhibit A.

SECTION 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption 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 that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including section 121.22 of the Ohio Revised Code.

SECTION 4: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

ATTESTED:


John Lee, Fiscal Officer

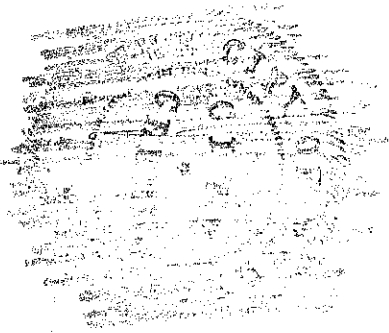

Robert P. Dodrill, Sr., Mayor

Date: 8/6/2026

Date: 8/6/2026

CERTIFICATE OF POSTING

I, Barbara Sinner, Clerk of Council, do hereby certify that the foregoing Resolution was published by posting the same in five (5) public places within the Village of Bellaire, Ohio as provided by Ordinance No 1229, for a period of not less than fifteen (15) days, said Ordinance having been first posted on _____.



- Establish and maintain proper Records and Filing systems associated with the Mayor's office, , and Clerk of Council correspondence.
- Develop desk-top procedures for Clerk of Council duties and Mayor's Office administrative duties and update the desk-to procedures as processes and procedures change over time.

QUALIFICATIONS

- High school diploma or equivalent required; associate or bachelor's degree in public administration, business, communications or a related field preferred
- Prior experience as a clerk, council clerk, paralegal, or Municipal/Government Administration strongly recommended
- Demonstrated experiences and ability to take accurate, organized meeting minutes under Realtime conditions.
- Working knowledge of the Ohio Revised Code requirements applicable to open meetings, public records (R.C. 149.43), and legislative procedure
- Skilled and experience in Microsoft Office, including Word, Excel and PowerPoint.
- Excellent written and verbal communication skills, with strong attention to detail and accuracy
- Ability to multitask deadlines tied to statutory notice and posting requirements
- Must be able to handle confidential and sensitive information with discretion
- Knowledgeable about proper English use in oral and written communications
- Keep professional, organized, and updated filing systems
- General ability to Interpret rules, regulations and policies and implement decision-making practices

KEY COMPETENCIES

Ability to:

- Communicate with professionalism respect, and clarity with Council members, Mayor, staff, and public; in person, in writing, over the telephone, and electronically at all times.
- Produce a clean, accurate, and legally sufficient official record of Council action under time-sensitive conditions.
- Organize and maintain complex records and filing systems in compliance with public records law
- Exercise independent judgment in prioritizing the Mayor's schedule and competing requests
- Address sensitive and politically delicate matters with a high degree of professionalism, composure and discretion.

SUPERVISION

This position performs varied executive, legislative and communications support duties with significant independent judgment, following established policies, procedures and applicable law. This position has no formal supervisory authority over other staff and is directly supervised by the Mayor.

WORK ENVIRONMENT

The employee works under typical office conditions requiring management of multiple deadline driven tasks. Attendance at evening Council meetings, committee meetings and rare, occasional weekend events is required and considered a regular part of this position

PHYSICAL DEMANDS

While performing job duties, the employee is regularly required to sit, bend, stand and walk; talk and hear, both in person and while on the telephone, use hands and fingers for tasks including but not be limited to computer use, note-taking and operation of other business equipment. Reaching with hands and arms and light lifting may be required by this job to include close vision and ability to adjust focus.