

ORDINANCE NO. 26-26

**AN ORDINANCE CREATING THE POSITION OF OFFICE
MANAGER AND SETTING THE SALARY THEREOF.**

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

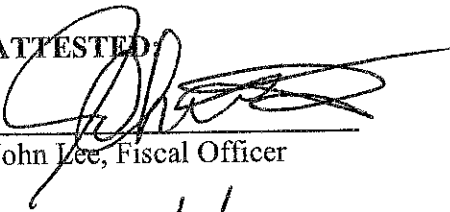
SECTION 1: That the position of office manager is created. That the hourly rate will be \$17.00 per hour. This is a part-time position. This position and pay will be effective August 6, 2026. This position includes a six-month probationary period.

SECTION 2: The job description for the Office Manager 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

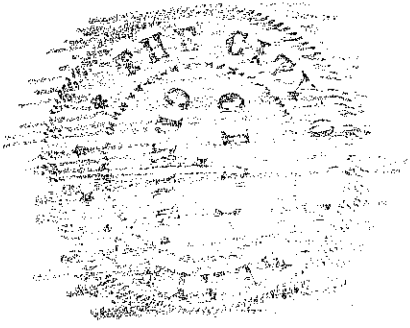
Date: 8/6/2026

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CERTIFICATE OF POSTING

I, Barbara Simpson, 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

_____.



JOB TITLE: Office Manager
DATE: July 30, 2026
DEPARTMENT: Village Mayor's Office
SUPERVISOR: Mayor, Code Enforcer Office
Position: Non-Exempt with 6 – month probationary period
WORKING HOURS: Part-time, 30 hours per week – No Overtime

GENERAL JOB DESCRIPTION

To perform a wide array of confidential and administrative clerical duties that support the office of the Mayor, Police Chief, Code Enforcement, Village Administrator, Water Treatment Plant Supervisor and members of Council. Active involvement in Village issues and interactions with other elected officials, civil and business groups, residents, and village management staff.

MAJOR DUTIES AND RESPONSIBILITIES

- Provide professional customer service in answering daily phone calls and responding to voicemail messages received at the Mayors' office.
- Receives, opens, and processes all incoming mail, FedEx, UPS, USPS envelopes, packages and assures proper distribution and timely responses to date- sensitive material
- Updates and maintains Employee Handbook for review and approval by Mayor and Council.
- Re-organizes, Updates, and maintains:
 - Attendance, notation and the recording and processing of findings and results of Mayors' Court sessions
 - Records and filing systems associated with Mayors' Court
 - Electronic ticketing process
 - Village Parking Lot payments and receipts activity
 - Provide monthly reports for Mayors' Court and electronic ticketing activity
 - Provide monthly reports for Building Permits and Contractors License
 - Balances checking account for Mayor's Office and provides completed reconciliations to the Fiscal Officer for final review and approval on a monthly basis.
- Collects fines, sets up payment plans for fines
- Issues Building permits and Contractors' licenses; collects fees and maintains financial accounting for:
 - Mayors' checking account
 - Parking account
 - Building Permits
 - Contractors Permit
 - Calls, follows up and collects:
 - Late payments
 - Fines
 - Establish and maintain payment program arrangements

- Administer and maintain the Village website content related to Council actions, meeting calendars and public notices and updating the Website with any new Ordinances and Resolutions.
- With the exception of Water break notices, scheduled holiday closings, sanitation schedule changes, unscheduled building closings or otherwise deemed EMERGENCY NOTICES, Administrate and maintains Village Facebook page, assuring that all new postings and updates to the Village Facebook page are reviewed and approved by the Social Media Committee before releasing it to any Web-based media platform,
- Assists Village Administrator with any correspondence, phone inquiries, information gathering, grants, projects and any other office administration assistance as may be needed.
- Assists Water Superintendent with correspondence and information distributions to members of Council, Mayor and Village Administrator and other private or public entities.
- Assists Police Chief with Parking Tickets, citations, moving violation tickets, and court documentation and input as needed.
- Assists with billing of utility accounts, record-keeping of delinquent accounts, follow-up on deferred payment agreements and other various tasks as needed.
- Develop desk-top procedures for all administrative and clerical duties and update as processes and procedures change over time.

MINOR DUTIES AND RESPONSIBILITIES

- Maintain office supplies for administration building. Track office supply expenses and perform quarterly physical office supply inventory and prepare re-order list to maintain proper amount of office supplies needed.
- Greet Visitors and inquire about the purpose of their visit to assist and direct accordingly
- Community Service Workers Paperwork Through Courts and Job and Family Services
- Assists with planning of Village sponsored events and activities
- Reproduction of documents and materials as needed
- Maintain organized, neat, and clean office environment
- Other duties as assigned.

QUALIFICATIONS

- General knowledge of current business office practices and operations
- Skilled and experienced in the use of desktop computers and Microsoft Office software to include Microsoft Word, Excel spreadsheets and PowerPoint.
- Skilled and knowledgeable about proper English use in oral and written communications
- Possess general mathematics skills and ability to apply such skills in both manual and electronic applications
- Keep professional, organized, and updated filing systems
- General ability to Interpret rules, regulations and policies and implement well during 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.
- Address sensitive and delicate public relations situations with a high degree of professionalism and confidentiality
- Address sensitive and politically delicate matters with a high degree of professionalism, composure and discretion.
- Knowledge of Court, Microsoft Word, Excel and PowerPoint software programs

SUPERVISION

This position performs varied administrative and support duties following established policies, procedures and practices to conduct the normal functions of the Administration office. This position works under minimal supervision and in combination with others on topics and issues of a complex, diverse, and confidential nature. 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 managing multiple tasks, while addressing frequent interruptions. The position requires attendance during Mayors' Court, and possible replacement for the Clerk of Council during regularly scheduled Council meetings in the event the Clerk of Council is absent and unable to attend.

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.