

AN ORDINANCE REPEALING ORDINANCE O-40-09 AND CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT IN THE CORTLAND CITY POLICE DEPARTMENT AND ESTABLISHING ITS TERMS OF EMPLOYMENT

WHEREAS, there is a need to create a position in the Cortland City Police Department entitled Administrative Assistant which will replace the position of Clerk/Typist Receptionist; and,

WHEREAS, there is a need to establish terms of employment for the Police Department Administrative Assistant.

NOW, THEREFORE:

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CORTLAND, OHIO:

Section 1. That the Council of the City of Cortland does hereby eliminate the position of Clerk/Typist Receptionist in the City Police Department effective December 31, 2015 and hereby repeals Ordinance O-40-09.

Section 2. That the Council of the City of Cortland does hereby create the position of Administrative Assistant in the City Police Department effective December 31, 2015.

Section 3. That the Council of the City of Cortland does hereby approve the wage for the City Police Department Administrative Assistant of \$12.00 per hour effective December 31, 2015.

Section 4. That said part-time position does not include any fringe benefits unless required by law or included in this ordinance.

Section 5. The office hours for said part-time position shall not exceed 25 hours per week or 1300 hours annually.

Section 6. All ordinances and parts of ordinances contrary to the provisions of this ordinance shall be and the same hereby repealed.

Section 7. This Ordinance shall take effect and be in full force as early as allowed by law.

PASSED IN COUNCIL THIS 21ST DAY OF DECEMBER, 2015.

ATTEST: _____
CLERK OF COUNCIL

PRESIDENT OF COUNCIL

FILED W/ MAYOR _____
DATE

MAYOR

DATE APPROVED _____

ROLL CALL

FIRST READING

Edwards, aye
Linville, aye
Petrosky, aye
Piros, aye
Rowley, aye
Tackett, aye
Woofter, aye

SECOND READING

Edwards, aye
Linville, aye
Petrosky, aye
Piros, aye
Rowley, aye
Tackett, aye
Woofter, aye

THIRD READING

Edwards, aye
Linville, aye
Petrosky, aye
Piros, aye
Rowley, aye
Tackett, aye
Woofter, aye

OFFICIAL SEAL