

VILLAGE OF OTTOVILLE

An Equal Opportunity Employer

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POSITION DESCRIPTION

| | | | |
|---------------------------|-------------|------------------------|----------------|
| Employee Name: | | Position Title: | Fiscal Officer |
| EEO Status: | 06 | Dept./Div.: | Administration |
| Employment Status: | Part-time | Reports To: | Mayor |
| FLSA Status: | Non-exempt | Pay: | Ordinance |
| DOT/O*Net Code: | 216.382-022 | | |

QUALIFICATIONS: Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education, supplemented by courses in accounting, typing, computer operations, and office practices and procedures, plus six (6) months to one (1) year prior experience in a government or business office, or an equivalent combination of education, training, and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license.

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

Personal computer, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); may be exposed to hostile or upset members of the general public; exerts 10 to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects such as file boxes, records and the like.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

Developed by:

Clemans, Nelson & Associates, Inc.

Date Adopted:

Date Revised:

Dublin, OH 43016

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ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Performs, directs, coordinates, monitors, and manages a variety of fiscal management and control duties (e.g., prepares budget data; prepares revenue and expense projections; prepares payroll; maintains investments).
2. Prepares and maintains various fiscal/financial reports, studies, and records; advises administrative officials on fiscal and budgetary matters (e.g., processes daily receipts, deposits and banking; maintains depository agreements; prepares revenue and expense reports, check registers, project updates for Council; conducts monthly reconciliation of bank statements).
3. Prepares and manages personnel data (e.g., employee records, personnel files, sick leave and vacation, etc.); maintains insurance and Bureau of Workers' Compensation records; prepares year-end reporting including W-2s and 1099 forms; prepares employee reports including OPERS, Ohio Police & Fire Pension Fund, and Ohio Department of Job & Family Services data.
4. Attends and records the proceedings of regular, special, and/or committee meetings of Village Council and other boards and commissions as requested by the Mayor.
5. Maintains an accurate and complete record of Council proceedings and maintains custody of all laws, ordinances, resolutions, and other official documents of Council (publishes, files, indexes, and cross-references).
6. Maintains required licensure and certification.
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

9. Performs other related duties as assigned.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: Village policies and procedures*; office practices and procedures; accounting and payroll practices and procedures; UAN (Uniform Accounting Network) software; document preparation; public relations; records management; Public Records Commission requirements; English grammar and spelling.

Skill in: computer operation; typing; copier; fax machine.

Ability to: interpret policies, procedures, and regulations; carry out detailed written or oral instructions; copy material accurately and recognize grammatical and spelling errors; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; handle confidential matters and information; operate computer, copier, calculator, fax machine, motor vehicle, and telephone; work safely; exhibit and maintain satisfactory work ethics and public relations; work with minimal supervision.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Signature of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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