CITY OF CHEVIOT
STATE OF OHIO

ORDINANCE NO. 23-06

TO MODIFY AND ESTABLISH A SALARY RANGE FOR ADMINISTRATIVE ASSISTANT; AND TO DECLARE AN EMERGENCY.

WHEREAS, this Council has determined that it is necessary to modify the salary for the Administrative Assistant/Office Manager and to establish a salary range for this position; and

WHEREAS, the current salary for Administrative Assistant/Office Manager is $46,640.06.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CHEVIOT, STATE OF OHIO, TWO-THIRDS OF ALL MEMBERS THEREOF CONCURRING, THAT:
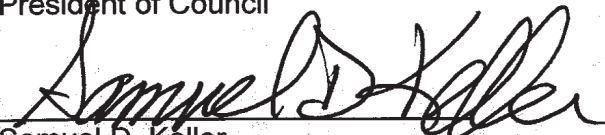
Section 1.   Effective March 1, 2023, the annual salary for the Administrative Assistant/Office Manager position salary shall be between $38,000.00 and $46,640.06, depending on the length of time in the position and demonstration of skill and ability to perform the job description of Office Manager, in addition to Administrative Assistant.

Section 2.   The salary of the Administrative Assistant/Office Manager shall be at the discretion of the Mayor within the range set forth herein.

Section 3.   This ordinance shall be an emergency measure for the health, safety, and welfare of the citizens of Cheviot and shall take effect immediately. The emergency is necessary in order to fairly compensate the employee hired for the described position and to allow the City to remain competitive in attracting and keeping the best qualified employees.
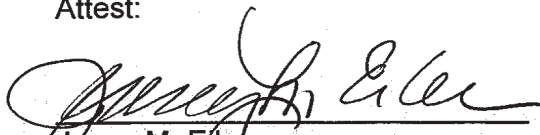

Kerry Smyth
President of Council

Samuel D. Keller
Mayor

3/7/23
Date passed

3/7/23
Date approved

Attest:

Jenny M. Ellermann
Clerk of Council

Approved as to form:

Kimberlee Erdman Rohr
Law Director

CERTIFICATE OF PUBLICATION

I, Jenny M. Eilermann, Clerk of the Council of the City of Cheviot, Ohio, hereby certify that the foregoing ordinance, or a succinct summary, was published in the *Cincinnati Court Index*, a newspaper of general circulation in the City of Cheviot, Ohio, in accordance with Section 731.21 of the Ohio Revised Code, on the following dates:

1) _____3 10_____, 2023, and

2) _____3-17_____, 2023.

Jenny M. Eilermann
Clerk of Council