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ORDINANCE NO. 2011 – 6

(As Amended during the Regular Council Meeting of February 10, 2011 and reflected in the Minutes thereof)

AN ORDINANCE ESTABLISHING AND FIXING THE COMPENSATION FOR THE POSITION OF PART TIME RECREATION COORDINATOR; **REPEALING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.**

WHEREAS, Section 2.11 of the Charter of the City of Willoughby Hills states “The Mayor shall be the Chief Executive Officer and the Head of the Administrative Branch of the Municipal Government and shall perform all duties and may exercise all privileges and authority prescribed for him in this Charter, or by the Constitutions and laws of the United States and of the State of Ohio, including authorities of a judicial nature; and

WHEREAS, Section 2.21 states that the Mayor shall appoint the heads of all Departments, of the Municipality, including but not limited to the Department of Law, Department of Finance, Department of Public Safety, Police Department, Fire Department, Department of Public Service, the City Engineer, the Road Supervisor, Recreation Coordinator, City Prosecutor and Building Commissioner subject to confirmation of such appointment by an affirmative vote of four (4) or more members of Council...; and

WHEREAS, further Section 2.27 of the Charter of the City of Willoughby Hills states “Though Council has the power to fix salaries as defined in Section 3.32, the Mayor shall have the duty and responsibility to recommend to Council the amount of pay for various positions and shall also have the responsibility to review existing pay scales; and

WHEREAS, Section 3.32 of the Charter of the City of Willoughby Hills requires that the Council fix by Ordinance the compensation of every officer and employee of the Municipality; and

WHEREAS, the Council of the City of Willoughby Hills has fixed by this Ordinance a compensation range and hereby provides to the Mayor, CEO and Head of the Administrative Branch of the Municipal Government, said fixed range for the position of **Part Time Recreation Coordinator**.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:

SECTION 1. The range of compensation for the position of **Part Time Recreation Coordinators** has been set as follows:

<u>Job Title</u>	<u>Hourly Rate</u>	
	<u>Minimum</u>	<u>Maximum</u>
Part Time Recreation Coordinator	\$ 12.00	to \$ 17.00

SECTION 2. The required Staffing Level for the position of **Part Time Recreation Coordinator** shall be up to two (2) **Part Time Recreation Coordinators**.

SECTION 3. The **Part Time Recreation Coordinator** is responsible for working with the Recreation Commission to manage, direct and develop the City's Recreational Facilities and Recreation Programs to provide day to day coordination in order to deliver quality service and programs to the community. This position reports directly to the Mayor.

SECTION 4. Major Duties and Responsibilities of said position include **but not limited to as follows:**

- Work with Recreation Commission to develop, promote and maintain the City's recreation programs for all ages.
- Prepare and process all administrative and financial functions for the recreation department.
- Work with Boys League to ensure that Baseball, Football, and Basketball programs are properly administered through the city.
- Work with Willoughby Soccer League to ensure that Willoughby Hills children are part of and included in the program.
- Develop and maintain the Girls softball program, working with various city recreation departments to provide a girls softball program available to Willoughby Hills residents.
- Accepts and maintains registration for all City-Sponsored recreational functions.
- Schedule and coordinate the requested use of the city sports and recreational facilities including but not limited to: baseball fields, football field, soccer fields, and pavilions at Campbell Park.
- **Major Community Center Responsibilities**
 - Show Community Center rooms to prospective Renters
 - Produce and process all rental agreements and signs for rental
 - Coordinate all Community Center schedules
 - Maintain scheduling of City Property Staff Members
 - Direct and Supervise City Property Staff Members
 - Coordinate and Manage all payments and deposits and security deposit refunds
 - Ensure rented rooms are set up according to renter's "setup plan"
 - Schedule Willoughby Hills Police Officers (off duty) for security guard request with assistance from Police Department representative
 - Inventory supplies needed to maintain Community Center
 - **Other duties and responsibilities as assigned by Mayor**
 - **Provide data for monthly reports to Finance Department**

SECTION 5. The Mayor, CEO and Head of the Administrative Branch of the Municipal Government, given the compensation range as fixed by Council, at his discretion may determine the rate of compensation to be paid for the position of **Part Time Recreation Coordinator** within the fixed compensation range.

SECTION 6. Initial appointment to any position shall be made at the minimum of the assigned position. The Mayor at his discretion may approve a starting salary up to an additional 10% of the minimum compensation schedule for the classification when the needs of a department make such action necessary. Any compensation over and above what the Council authorizes in any given year will require separate Council approval.

SECTION 7. All Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as of the effective date of this Ordinance.

SECTION 8. All the actions of this Council concerning and relating to the passage of this legislation were conducted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were held in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

SECTION 9. This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual daily operation of a municipal department, and further reason being to immediately establish and fix the compensation for the position of **Part Time Recreation Coordinator** for the calendar year of 2011; wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

PASSED: February 10, 2011

Submitted to the Mayor for his approval on this 10 day of February, 2011

ATTEST:

Victoria Ann Savage
Victoria Ann Savage, CMC
Clerk of Council

Kevin D. Malecek
Kevin D. Malecek
President of Council

Approved by the Mayor

February 10, 2011
Robert M. Weger
Robert M. Weger
Mayor