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President of Council

NANCY E. FELLOWS  
Vice President of Council

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Clerk of Council

# City of Willoughby Hills

Council  
CHRISTOPHER L. BIRO  
DAVID M. FIEBIG  
FRANK A. GERMANO  
KEVIN D. MALECEK  
RAYMOND C. SOMICH

## ORDINANCE NO. 2013 – 1

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### **AN ORDINANCE ESTABLISHING AND FIXING THE COMPENSATION FOR THE POSITION OF POLICE EXECUTIVE ASSISTANT/DISPATCH SUPERVISOR; REPEALING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.**

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**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**, 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**, in his Police Department Memorandum, dated December 31, 2012, directed to the Mayor/Safety Director, consisting of one (1) page, attached hereto as Exhibit “A”, the Police Chief respectfully requested approval and implementation of a new position description of Police Executive Assistant/Dispatch Supervisor, consisting of four (4) pages, attached hereto as Exhibit “B”; and

**WHEREAS**, the need for the creation and establishment of the position of Police Executive Assistant/Dispatch Supervisor was driven by the changing role of the department’s administrative and technological needs; and

**WHEREAS**, the Police Chief also requested that said position be a salary position with a salary range of \$36,000 to \$55,000; and

**WHEREAS**, pursuant to Section 2.27 of the Charter, and in accordance with the Police Chief’s recommendation, the Mayor has requested that the position of Police Executive Assistant/Dispatch Supervisor be created as a salary position with a salary range set at \$36,000 to \$55,000; and

**WHEREAS**, the Rules and Legislation Committee of Council met on January 7<sup>th</sup> to review the establishment of and the salary range for the position of Police Executive Assistant/Dispatch Supervisor; 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 established position of **Police Executive Assistant/Dispatch Supervisor**.

**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 **Police Executive Assistant/Dispatch Supervisor** has been set as follows:

<u>Job Title</u>	<u>Minimum</u>	<u>Maximum</u>
<b>Police Executive Assistant/Dispatch Supervisor</b>	<b>\$ 36,000</b>	<b>to \$ 55,000</b>

**SECTION 2.** The required Staffing Level for said position shall be **(1) Full Time Police Executive Assistant/Dispatch Supervisor.**

**SECTION 3.** The Responsibilities and Illustrative Job duties for the position of Police Executive Assistant/Dispatch Supervisor are as follows:

**Responsibilities:**

Under the direct supervision of the Chief of Police the Executive Assistant/Dispatch Supervisor is the civilian administrator responsible for the overall management and supervision of the daily office operations of the Police Department, the Emergency Dispatch Center, Account Manager for the department's computer-aided dispatch and records management system, and IT Systems Manager for all in-house computers, phones, copiers etc. Serves as the human resource liaison with the Finance Department for police department personnel and new employees. Shall be familiar with all general administrative, budgeting, office procedures, and computer systems and software programs. Must be self-motivated and require independent judgment when performing related duties as required or by own determination of other duties that may be required from time to time in the operation of the Police Department.

The Executive Assistant/Dispatch Supervisor shall be a direct liaison for the Chief of Police and perform a greater variety of duties than a Dispatcher or Secretary, which may include administration of computer operations and technology support, management activity reports, the Law Enforcement Trust Funds, payroll, accounts payable, alarm billing, L.E.A.D.S./CCH training, dispatching, and transcribing of sensitive and confidential information and reports required by the Ohio State Attorney General and the U.S Department of Justice.

**Illustrative Job Duties:** The duties listed below are intended to depict essential functions of this job classification)

1. Shall perform all clerical, administrative and operational duties for the police department as assigned by the Chief of Police.
2. Shall supervise the daily functions of the Emergency Operations Center and manage all full and part-time dispatchers and their schedules, training, and certifications. All dispatchers will report directly to the Dispatch Supervisor.
3. Shall serve as the account manager for the computer-aided dispatch and records management system ensuring the smooth operation of all systems to include training modules and system upgrades.
4. Shall serve as the department's IT Systems Manager overseeing the operation of all in-house computers, phones, copiers and other equipment.

5. Shall maintain a strong working relationship with all department vendors and contractors especially those assigned to IT Systems.
6. Shall meet regularly with the Chief of Police and his staff officers to review departmental office procedures and activities and shall make recommendations for additional equipment and supplies. Knowledge of and ability to establish general office practices which include typing, filing, phone communications, travel arrangements, reception duties, etc.
7. Shall ensure consistent workflow, shall prepare comprehensive reports for the Chief of Police as required, research information from prior records and files, assist in the preparation of the annual report, monitors the police department budget and maintains accounts payable.
8. Shall be involved with the initiation and development of new programs and procedures.
9. Strong knowledge pertaining to the rules of grammar, punctuation, spelling and other language skills. Ability to communicate clearly and concisely orally and in writing.
10. Shall attend all staff meetings not limited to typing agendas and minutes of all meetings. Monitors assignments for personnel within the police division and ensures all required licenses and certifications are kept up to date.
11. Knowledge relating to the operation and maintenance of various types of office equipment such as computers, printers, typewriters, calculators, copy and facsimile machines, telephone recorders, Dictaphone and audio/video recorders.
12. Knowledge of and the ability to acquire skills relating to general office computer use, data entry and retrieval, word processing, spread sheets, data bases, and IT Support and Administration for the department's CAD/RMS System.
13. Shall provide direct support and troubleshooting for the department's computer system network to include the CAD/RMS System and other operating systems and programs.
14. Knowledge of and the ability to write and produce timely administrative and operational reports using the CAD/RMS System and other computer programs.
15. Knowledge of general bookkeeping skills encompassing cash in/cash out and accounts receivable/payable procedures and ledgers. Knowledge of general budgeting, accounting, and auditing procedures as directed by law and the State of Ohio Auditor's Office. Maintaining vendor accounts for the purpose of obtaining quotes, purchasing or lease agreements, repairs, and procuring supplies required to support department activities.
16. Knowledge of general personnel procedures and state federal laws pertaining to the establishment and maintenance of personnel files. Responsible for all personnel procedures which include processing new and terminated employees, maintenance of appropriate records and files, training certificates, payroll sheets, vacation, holiday and time-off requests. Will be responsible for preparing payroll.

- 17. Ability to maintain complete confidentiality when handling restricted information and documents.
- 18. Performs other duties as assigned.

**SECTION 4.** 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 **Police Executive Assistant/Dispatch Supervisor** within the fixed compensation range.

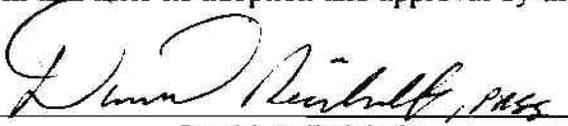
**SECTION 5.** Initial appointment to any position shall be made at the minimum of the assigned position. The Mayor at his discretion may approve a starting salary up to an additional 10% of the minimum compensation schedule for the classification when the needs of a department make such action necessary. Any compensation over and above what the Council authorizes in any given year will require separate Council approval.

**SECTION 6.** All Ordinances, or parts thereof in conflict with the provisions of this Ordinance be, and are hereby repealed as of the effective date of this Ordinance.

**SECTION 7.** 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.

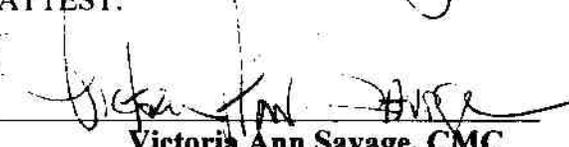
**SECTION 8.** This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual daily operation of the Police Department, and further reason being to immediately establish the position and implement the position of Police Executive Assistant/Dispatcher and to the range of compensation for said position to be effective January 1, 2013; wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

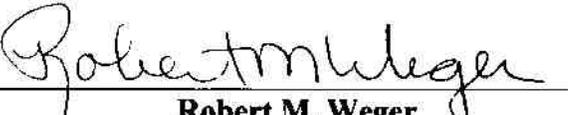
PASSED: January 10, 2013

  
**David A. Reichelt**  
*President of Council*

Submitted to the Mayor for his approval on this 10 day of January, 2013

Approved by the Mayor  
January 10, 2013

ATTEST:  
  
**Victoria Ann Savage, CMC**  
*Clerk of Council*

  
**Robert M. Weger**  
*Mayor*