

**ORDINANCE NO. 2025-48**

INTRODUCED BY MAYOR

**A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF  
HEATHER PURGAR AND SETTING FORTH THE DUTIES AND  
COMPENSATION FOR THAT POSITION AND DECLARING AN  
EMERGENCY**

**WHEREAS**, no individual shall become employed or be compensated in the Village of Oakwood without a pay ordinance; and,

**WHEREAS**, a pay ordinance shall have attached an exhibit for a job description of the employment position for which they shall be compensated that describes the following: the title of the position, employee name, the scheduled work days and hours of the position, who the position reports to, location of the position, pay scale range for the position, special requirements of the position, required roles and responsibilities to be fulfilled, and qualifications for the position as well as, any cross-training for coverage of other positions for the specific employee being hired.

**NOW THEREFORE, BE IT ORDAINED** by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

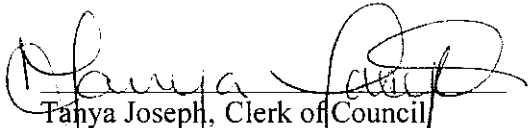
**SECTION 1.** Council hereby authorizes the employment of Heather Purgar as Executive Assistant to the Mayor.

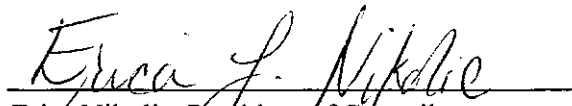
**SECTION 2.** Heather Purgar shall be responsible for the duties set forth in the job description attached as Exhibit A.

**SECTION 3.** Heather Purgar, as Executive Assistant to the Mayor, shall work full time 40 hours per week and be compensated at a rate of Forty-five Thousand and 00/100 Dollars (\$45,000) per year along with all benefits afforded to full-time non-union employees of the Village.

**SECTION 4.** This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the inhabitants of the Village, the reason for the emergency being the same that relates to the daily operation of a municipal department and the ability of the village to provide uninterrupted services to the citizens of the Village given, therefore, provided it receives the two-thirds vote of all members of Council elected thereto. Said ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: 8.26.25

  
Tanya Joseph, Clerk of Council


  
Erija Nikolic, President of Council

Presented to the Mayor: 9.3.25

Approved: 9.5.25

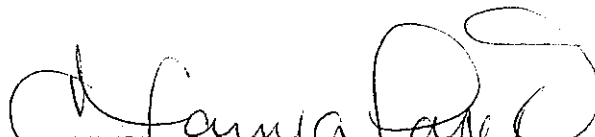
  
Gary V. Gottschalk, Mayor

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Amended Ordinance No. 2025-48 was duly and regularly passed by this Council at the meeting held on 26<sup>th</sup> day of August, 2025.

  
Tanya Joseph, Clerk of Council

#### POSTING CERTIFICATE

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Amended Ordinance No. 2025-48 was duly posted on the 8<sup>th</sup> day of Sept., 2025, and will remain posted in accordance with the Oakwood Village Charter.

  
Tanya Joseph, Clerk of Council

DATED: 9.8.25

### **Job Description - Exhibit A**

Position Title: Executive Assistant to the Mayor

Employee Name: Heather Purgar

Scheduled Work Hours/Days: Full-Time, 40 hours per week

Reports To: Mayor

Location: Village Hall

Pay Scale: \$45,000 Year

- ❖ Preparing and typing reports, communications, written documents, and other correspondence requiring independent judgement in handling format, procedure, and context
- ❖ Focal point for communications/messaging from the Mayor's Office
- ❖ Receiving, investigation and responding to sensitive phone calls, citizen inquiries, and/or complaints that may involve confidential matters
- ❖ Scheduling meetings and appointments
- ❖ Maintaining the Mayor's calendar
- ❖ Maintaining office files
- ❖ Creating flyers for various events including upcoming events and other information including summer camp and the summer concert schedule to be distributed to the community
- ❖ Answer and screen phones for transfer to appropriate department/employees
- ❖ Schedule and maintain Tool and Truck Rental for Service Department when Finance Clerk is unavailable or absent due to vacation, sick, etc.
- ❖ Create the monthly Calendar for the Senior Van Transportation
- ❖ Schedule Senior Van Transportation

- ❖ Schedule and maintain Community Center for rental
- ❖ Plan, coordinate, and supervise the activities Mayor's Trips for Oakwood Village residents
- ❖ Process all purchase order requests for Mayor's Trips, Senior Activities, Community Center
- ❖ Prepare outgoing packages and letters for mailing
- ❖ Make sure that the postage meter has appropriate monies and supplies when needed
- ❖ Coordinate quarterly purchasing of office supplies for all departments
- ❖ Greet and assist customers/residents that come to Administration Office
- ❖ Provide visual and audio tracks for Mayor's Wednesday event at the community center