

ORDINANCE NO. 2025-57

INTRODUCED BY COUNCIL AS A WHOLE

AN EMERGENCY ORDINANCE APPOINTING PATRICIA BRANCH AS INTERIM ASSISTANT CLERK OF VILLAGE COUNCIL AND SETTING FORTH THE DUTIES FOR SUCH POSITION

WHEREAS, the Village Council hereby determines that it is necessary to appoint an Interim Assistant Clerk of Council on a as needed basis, in order to maintain orderly and timely operations of the Village and this Council by assisting the Clerk of Council with her duties as needed and substituting for the Clerk of Council during absences and vacancies that may occur in the office of the Clerk of Council pending the appointment of an Assistant Clerk of Council or such other time as Council shall determine; and,

WHEREAS: Section 115.01 the Codified Ordinances of the Village authorizes the appointment of an Assistant to the Clerk of Council to assist the Clerk and perform such other duties as directed by the Clerk and Council;

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 appoints Patricia Branch as Interim Assistant to the Clerk of Village Council to serve at the pleasure of Council, said appointment commencing on the effective of this Ordinance and to continue until such time as an Assistant Clerk of Council is appointed or such other time as Council shall determine. The Interim Assistant to the Clerk of Council shall perform the duties set forth in the Job Description attached hereto and incorporated herein as Exhibit "A" and such other duties as are assigned by the Clerk and Council.

SECTION 2. The Interim Assistant Clerk of Council shall be compensated at the rate of One hundred seventy-five and 00/100 Dollars (\$175.00) per meeting attended in an official capacity and Eighteen and 50/100 Dollars (\$18.50) per hour for all other duties performed.

SECTION 3. 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 that the same relates to the daily operation of a municipal department and the ability of Council to adequate carry forth its duties , therefore, provided it receives a two-thirds (2/3) of the 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: 7.15.25

Tanya Joseph
Tanya Joseph, Clerk of Council

Erica J. Nikolic
Erica Nikolic, President of Council

Presented to the
Mayor 9.9.25

Approved: 9.11.25
Gar V. Gottschalk
Mayor, Gar V. Gottschalk

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2025-57 was duly and regularly passed by this Council at the meeting held on the 15th day of July, 2025.

Tanya Joseph
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 Ordinance No. 2025-57 was duly posted on the 11th day of Sept., 2025, and will remain posted

Tanya Joseph
Tanya Joseph, Clerk of Council

DATED: 9.11.25



EXHIBIT A

Job Description

Position Title: Interim Assistant Clerk of Council
Employee Name: TO BE HIRED
Scheduled Work Hours/Days: Hourly/As Needed
Reports To: Direct Councilmember Supervisor, as assigned; Council as a Whole
Location: Village Hall/Council Chambers; Remote, as approved
Pay Scale: \$18.50 per hour or \$175.00 per meeting attended in official capacity
Special Requirements: Duties shall be completed as directed and as needed. The position is temporary pending the hiring of a permanent Assistant Clerk of Council or until such other time as determined by Council.

Roles and Responsibilities: The Assistant Clerk of Council shall assist the Clerk of Council with duties as described from Ordinance 111.07 below and as directed by the Direct Councilmember Supervisor, in addition, to any and all other duties that may be assigned.

- Assist with the duties usually and customarily performed by the Clerk of Council, and such further duties as may be required by law or by Council. It should be the duty of the Assistant Clerk to assist in preparing an agenda of the business proposed to be transacted at any regular or special meeting of Council and to cause a copy thereof to be delivered to each member of Council, the Mayor and each Department Head not less than 48 hours before any regular meeting and at least 12 hours before any special meeting. No matter which was not included on the agenda for a regular meeting shall be considered unless a majority of Council permits the addition of said matter to the agenda for consideration by Council.
- Assist the Clerk with the responsibility for the posting, publishing, advertising and certification of any legislation as required by law. Additionally, the Assistant Clerk of Council shall assist with the responsibility for the advanced notification of all meetings of Council or its committee as required by the Village Charter or state law.
- Assist the Clerk with the responsibility for the custody, maintenance, distribution and sale, according to instructions by Council, of all copies of the Codified Ordinances, and the sale of copies of the Village Charter, Ordinances, Resolutions, and other public records of Village Council. The Assistant Clerk shall assist with the charge for the actual cost for all copies made which has been determined to be \$0.05 per page, except there shall be no charge for a copy of any document made available to the public at no charge during a meeting of Council, where the supply of such documents becomes exhausted and the person requesting such copy was at attendance at the meeting of Council and was not able to secure a copy of the requested document. The Assistant Clerk shall assist in charging the actual costs for the provision of any requested public records documents larger than the standard letter or legal size, or for the reproduction of electronic files on the medium requested by the person requesting these

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*Employment with Village of Oakwood is at-will. This means your employment is for an indefinite period of time and it is subject to termination by the employee or Village of Oakwood, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of Village of Oakwood shall be interpreted to be in conflict with or to eliminate or modify in any way, the **at-will employment** status of Village of Oakwood employees.*



documents, plus any mailing costs if the person requesting the documents requests that the documents be transmitted to them by mail to them.

- The Assistant Clerk shall be responsible for assisting with the recording of Council meetings and for the care and custody of the tapes, and written minutes which shall be kept for a period of two years. The Assistant Clerk shall be responsible to assist with the typing and distribution of the minutes within ten days following each Council meeting.
- The Assistant Clerk shall assist with providing a summary of any matter which is referred to any Councilperson, the Mayor, Department Head or Board of Commission of the Village wherein any type of action or report has been requested by Council.

Qualifications:

- High School Diploma or Equivalent: Minimum requirement.
- Post-Secondary Education (Optional): Associate's or bachelor's degree, certificate in office administration, or a related field.
- Experience: Prior experience in administrative or secretarial roles and a willingness to complete on-the-job training to further develop necessary skills.
- Professional Demeanor and Attitude: Maintain a professional and courteous attitude in all interactions.
- Strong Communication and Interpersonal Skills: Excellent written and verbal communication and an ability to build positive relationships with Councilmembers, residents, colleagues, and customers.
- Flexibility, Adaptability, and Problem-Solving Skills: Ability to adjust to changing priorities and tasks and identify and address issues proactively.
- Attention to Detail, Multi-tasking, and Organizational Skills: Accuracy and thoroughness in creating documents, managing files, and handling correspondence and effectively managing multiple responsibilities and projects simultaneously with the ability to manage time, prioritize tasks, and maintain accurate records.
- Proficiency in Office Software: Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and transcription/other relevant software.
- Certifications & Specialized Training: Ability to obtain necessary certifications and specialized training relevant to municipal terminology, processes, and procedures.
- Understanding the Role: Thorough understanding of the duties and responsibilities of an Assistant Clerk of Council and Clerk of Council to tailor necessary education and experience.

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