

ORDINANCE NO. 2025-59

INTRODUCED BY MAYOR

**A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF PATRICIA
A. ANKHENATON FOR THE POSITION OF BUILDING DEPARTMENT
SECRETARY/PERMIT TECHNICIAN 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:

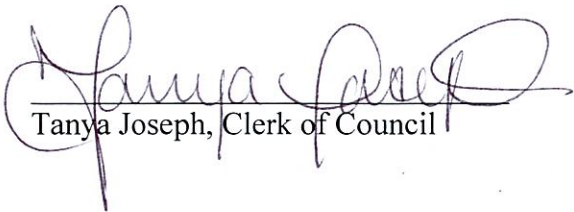
SECTION 1. Council hereby authorizes the employment of Patricia A. Ankhenaton as Secretary/Permit Technician within the Building Department.

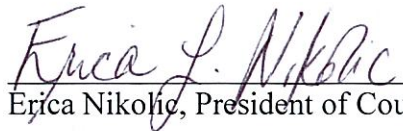
SECTION 2. Patricia A. Ankhenaton shall be responsible for the duties set forth in the job description attached as Exhibit A.

SECTION 3. Patricia A. Ankhenaton shall work part-time approximately twenty (20) hours per week and be compensated at a rate of nineteen Dollars (\$19.00) per hour.

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

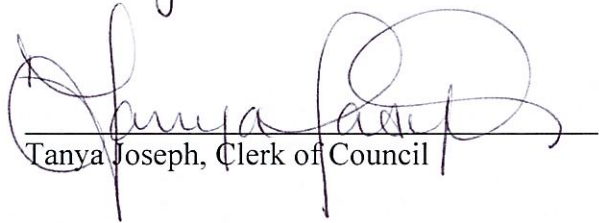

Erica Nikolic, President of Council

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 Ordinance No. 2025-59 was duly and regularly passed by this Council at the meeting held on 26th 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 Ordinance No. 2025-59 was duly posted on the 8th day of Sept., 2025, and will remain posted in accordance with the Oakwood Village Charter.


Tanya Joseph, Clerk of Council

DATED: 9-8-25

EXHIBIT A

VILLAGE OF OAKWOOD

BUILDING DEPARTMENT

BUILDING SECRETARY/PERMIT TECHNICIAN -(2 Positions Available)

Start Time - 8:00AM – 12:00PM

Starting Salary - \$19.00 Hr

Start Time- 12:00N – 4:00PM

DUTIES AND RESPONSIBILITIES

- **General Secretarial Duties**
- **Takes Messages for Building and Housing Inspectors, Planning/Zoning Commissions**
- **Answer Incoming telephone calls, properly route calls and take messages.**
- **Schedule appointments for building inspectors**
- **Typing correspondence and other materials as needed and directed**
- **Filing**
- **Assist with registering builders and contractors**
- **Assist with permit process**
- **Perform other duties as assigned or directed**

Reports To:

- **Residential Building Code Enforcement Officer/Building Department Manager**

Supervises:

N/A