

ORDINANC NO. 2026 -37

INTRODUCED BY MAYOR

AN ORDINANCE APPOINTING CAROL JACKSON AS CLERK OF COUNCIL AND SETTING FORTH THE DUTIES AND COMPENSATION FOR THAT POSITION AND DECLARING AN EMERGENCY

WHEREAS, R.C. Sec. 705.10 provides that the Council of a municipal corporation shall appoint a Clerk of Council, and,

WHEREAS, a vacancy presently exists in the office of the Clerk of Council of the Village of Oakwood and is being filled by an interim appointee, and,

WHEREAS, Council has interviewed applicants for appointment to the office of Clerk of 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 Carol Jackson to the office of Clerk of Council of the Village of Oakwood.

SECTION 2. Carol Jackson shall be responsible to discharge the duties imposed upon a Clerk of Council by the Ohio Revised Code and the Charter and Ordinances of the Village of Oakwood including but not limited to C.O. Sec. 111.07 as well as the duties contained in Exhibit "A" attached hereto and incorporated herein.

SECTION 3. Carol Jackson shall work full time 40 hours per week and be compensated at the rate specified in the aforementioned Exhibit "A" along with all benefits afforded to full-time non-union employees of the Village for which Council hereby appropriates the necessary funds.

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, 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: 4-28-2026

Eloise Hardin
Eloise Hardin, President of Council

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

Presented to the Mayor: 4-29-2026

Approved: 4/30/2026

Erica L. Nikolic
Erica Nikolic, Mayor

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026 ~~37~~ was duly and regularly passed by this Council at the meeting held on 28th day of APRIL, 2026.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

POSTING CERTIFICATE

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2026 ~~37~~ was duly posted on the 30th day of APRIL, 2026, and will remain posted in accordance with the Oakwood Village Charter.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

DATED: 4-30-26



Job Description – Exhibit A

Position Title: Clerk of Council

Employee Name: Carol Jackson

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

Reports To: Council and Designated Council Member

Location: Village Hall

Pay Scale: \$15.77 per hour until conclusion of training (approx. 6 weeks) then 19.77 per hour thereafter

Special Requirements: N/A

Roles and Responsibilities:

The Clerk of Council shall attend all regular and special meetings, work sessions and the various committee meetings of the Village Council. It shall be the duty of the Clerk to prepare agendas for these various meetings and to timely transmit same to the Mayor, Council, Department Heads and the media. The Clerk shall accurately record and transcribe the minutes of meetings and promptly prepare and present same to Council as provided in Section 111.07(d) of the Code. The Clerk shall be at the Council offices at Village Hall (8) hours per day, five (5) days per week during all business hours, except on the day of a regular or special Council meeting in which event the work schedule shall be set by the President of Council or the designated Council member. The Clerk shall prepare and publish all legal notices and make such filings in a timely manner as is incumbent upon the Clerk. In addition, the Clerk shall perform such other duties as are prescribed in Section 7.09 of the Village Charter, Section 111.07 of the Codified Ordinances, other sections of the Village Charter and Ordinances and the Ohio Revised Code as well as such other duties as may be prescribed from time to time by the President of Village Council, the designated Council member or by a majority of the members of Council.

Qualifications:

High School Diploma or Equivalent: Minimum requirement.

Post-Secondary Education (Optional): associate or bachelor's degree, certificate in office administration, or a

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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.



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

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