

ORDINANCE NO. 2026 -38

INTRODUCED BY COUNCIL

AN ORDINANCE APPOINTING NINA CURRY AS ASSISTANT CLERK OF COUNCIL AND SETTING FORTH THE DUTIES AND COMPENSATION FOR THAT POSITION AND DECLARING AN EMERGENCY

WHEREAS, Oakwood C.O. Sec. 115.01 creates the position of Assistant Clerk of Council, and,

WHEREAS, Council has determined that a need for an additional Assistant Clerk of Council a vacancy presently exists; and,

WHEREAS, Council has interviewed applicants for appointment to the position of Assistant 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 Nina Curry to the position of Assistant Clerk of Council of the Village of Oakwood.

SECTION 2. Nina Curry shall be responsible to discharge the duties assigned by Council and the Clerk of Council as provided in C.O. Sec. 115.01, shall act in the capacity of Clerk of Council in the case of the absence or disability of the Clerk and shall further perform the duties specified in Exhibit "A" attached hereto and incorporated herein.

SECTION 3. Nina Curry shall work according to the hours specified and be compensated at the rate provided in the aforementioned Exhibit "A" 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: 4-29-2026

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 ~~33~~ 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 ~~33~~ 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: 4-30-2026



Job Description – Exhibit A

Position Title: Assistant Clerk of Council

Employee Name: Nina Curry

Scheduled Work Hours/Days: Part time as needed

Reports To: Council and Designated Councilmember

Location: Village Hall or remote as approved

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

Act in place of the Clerk of Council in the case of the Clerk's absence or incapacity or a vacancy in the office.

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 is 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.

Assist the Clerk with the posting, publishing, advertising

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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.



and certification of any legislation as required by law. Additionally, the Assistant Clerk shall assist with the advanced notification of all meetings of Council or its committees as required by the Village Charter or state law.

Assist the Clerk with the custody, maintenance, distribution and sale, according to instructions by Council, of all copies of the Charter, Codified Ordinances, Ordinances, Resolutions, and other public records of the Village. The Assistant Clerk shall assist in charging the actual costs for the provision of any requested public records as provided by Village policies.

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. The Assistant Clerk shall be responsible for assisting 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.

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Post-Secondary Education (Optional): Associate 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, 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.

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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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