



## NOTICE OF SPECIAL COUNCIL MEETING

Pursuant to Section 7.08 of the Charter of the Village of Oakwood, notice is hereby given of the calling of a Special Council Meeting by Councilperson Hardin, Councilperson Evans-Warren, and Councilperson Scruggs to be held on Tuesday, June 2, 2026 at 5:00 PM in the Village Chambers, 24800 Broadway Avenue, Oakwood Village, Ohio 44146, to consider the following.

(See attached Agenda for further information)

In accordance with the provisions contained in the Village Charter, no other matters will be considered by Village Council other than those listed herein.

A handwritten signature in cursive script, appearing to read "Carol Jackson", written over a horizontal line.

Carol Jackson, Clerk of Council

**VILLAGE OF OAKWOOD**  
**SPECIAL COUNCIL MEETING**

**2ND AMENDED**  
**AGENDA**

**5:00 PM**  
**Tuesday, June 2, 2026**

Pursuant to Section 7.08 of the Charter of the Village of Oakwood, Councilperson Hardin, Councilperson Evans-Warren, and Councilperson Davis are hereby calling a Special Meeting of Village Council to consider the following:

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1. **Call Meeting to Order**
  2. **Pledge of Allegiance**
  3. **Roll Call**
  4. **Executive Session**

Council President	Eloise Hardin	Mayor	Erica L. Nikolic
President Pro Tempore	Norman Bliss	Law	James Climer/John Montello
Ward 1 Councilperson	Taunya Scruggs	Service	Tom Haba
Ward 2 Councilperson	Yvonne Evans-Warren	Fire	Dave Tapp
Ward 3 Councilperson	Paggie Matlock	Police	John Freeman
Ward 4 Councilperson	Mary Davis	Building	Roland Walker
Ward 5 Councilperson	Malcolm Sims Jr.	Engineer	Matt Jones
		Recreation	Karen Gaither

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- ORD. 2026-44 AN ORDINANCE AUTHORIZING THE INITIATION OF A NO-COST FEASIBILITY STUDY FOR AN ENERGY SAVINGS PERFORMANCE CONTRACT WITH LEOPARDO EFFICIENCY AND PROVIDING NOTICE TO THE MAYOR, DIRECTORS, AND VILLAGE STAFF TO ASSIST IN THE COORDINATION OF SITE VISITS AND DATA COLLECTION
- ORD. 2026-47 AN EMERGENCY ORDINANCE AUTHORIZING PAY ADJUSTMENT RETROACTIVE TO JANUARY 1, 2026 AND HIRING LIMITS FOR CERTAIN EMPLOYEES AND POSITIONS AND DECLARING AN EMERGENCY
- ORD. 2026-46 AN ORDINANCE DESIGNATING THE POSITION OF FINANCE DIRECTOR AS A PART-TIME POSITION AND DECLARING AN EMERGENCY
- ORD. 2026-48 AN EMERGENCY ORDINANCE AUTHORIZING PAY ADJUSTMENTS RETROACTIVE TO JANUARY 1, 2026 AND HIRING LIMITS FOR CERTAIN EMPLOYEES AND POSITIONS AND DECLARING AN EMERGENCY
- ORD. 2026-49 A PAY ORDINANCE CONCERNING THE EMPLOYMENT OF KAREN HOWSE AND SETTING FORTH THE DUTIES AND COMPENSATION FOR THE POSITION AND DECLARING AN EMERGENCY  
JOB DESCRIPTION - EXHIBIT A

In accordance with the provisions contained in the Village of Oakwood Charter, no other matters will be considered by Village Council other than those listed herein.

ORDINANCE NO. 2026-44

INTRODUCED BY COUNCIL AS A WHOLE

**AN ORDINANCE AUTHORIZING THE INITIATION OF A NO-COST FEASIBILITY STUDY FOR AN ENERGY SAVINGS PERFORMANCE CONTRACT WITH LEOPARDO EFFICIENCY AND PROVIDING NOTICE TO THE MAYOR, DIRECTORS, AND VILLAGE STAFF TO ASSIST IN THE COORDINATION OF SITE VISITS AND DATA COLLECTION**

WHEREAS, the Village of Oakwood, County of Cuyahoga, State of Ohio (the "Village") has an ongoing interest in reducing energy consumption, improving operational efficiency, and responsible stewardship of public resources; and,

WHEREAS, on April 14, 2026, Leopardo Efficiency was invited to present an overview of Energy Savings Performance Contracting ("ESPC") to the Mayor and Council of the Village of Oakwood; and,

WHEREAS, during said presentation, Leopardo Efficiency explained the benefits of ESPC as a mechanism by which municipalities may undertake facility improvements and energy conservation measures with the costs of such improvements paid overtime through guaranteed energy and operational savings, at no upfront cost to the Village; and,

WHEREAS, Leopardo Efficiency further explained that the next step in the ESPC process is the completion of a no-cost Feasibility Study to identify potential project scope, energy conservation measures, and projected savings opportunities across Village facilities and operations, including the procurement of goods and services; and,

WHEREAS, the no-cost feasibility study will be conducted at no expense to the Village and will serve as the basis for determining whether a full Energy Savings Performance Contract is appropriate to pursue; and,

WHEREAS, the successful completion of the feasibility study requires coordination with the Mayor, Directors, and Village staff to facilitate site visits, provide utility and financial data, and support data collection efforts; and,

WHEREAS, the Council of the Village of Oakwood finds it to be in the best interest of the Village and its residents to engage Leopardo Efficiency for said no-cost feasibility study;

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

SECTION 1: Authorization of No-Cost Feasibility Study.

The Village of Oakwood hereby authorizes the initiation of a no-cost Energy Savings Performance Contract feasibility study with Leopardo Efficiency. Said feasibility study shall be conducted at no cost or financial obligation to the Village and is intended to identify potential energy conservation measures, facility improvement opportunities, and projected savings across Village-owned facilities and operations.

SECTION 2: No Financial Obligation.

The authorization granted herein does not constitute a commitment by the Village to enter into a full Energy Savings Performance Contract. No financial obligation shall be incurred by the Village as a result of the feasibility study authorized herein. Any future Energy Savings Performance Contract resulting from the findings of the feasibility study shall require separate authorization by ordinance of Council.

SECTION 3: Staff Assistance and Cooperation.

The Council of the Village of Oakwood hereby requests and directs the appropriate Village staff to cooperate with and assist Leopardo Efficiency in the conduct of the no-cost feasibility study. Such assistance shall include, but is not limited to, the following:

- (a) Facilitating and scheduling access to Village-owned buildings and facilities for the purpose of conducting site visits and physical assessments;
- (b) Providing available utility billing records, energy consumption data, facility operations information, and financial data as reasonably requested by Leopardo Efficiency;
- (c) Coordinating with Leopardo Efficiency representatives to ensure timely and efficient data collection; and,
- (d) Designating an appropriate point of contact within Village staff to serve as the primary liaison with Leopardo Efficiency throughout the feasibility study process.

SECTION 4: Reporting.

Upon completion of the feasibility study, Leopardo Efficiency shall present its findings and recommendations to the Mayor and Council of the Village of Oakwood. Such presentation shall include a summary of identified energy conservation measures, projected savings, and any recommended next steps.

SECTION 5: Effective Date.

This Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, and welfare of the inhabitants of the Village of Oakwood, in that the timely initiation of the no-cost feasibility study is in the immediate financial and operational interest of the Village, and therefore this Ordinance shall take effect and be in force immediately upon its adoption and approval by the Mayor provided it receives at least five affirmative votes of the members of Council; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Eloise Hardin, President of Council

\_\_\_\_\_  
Carol Jackson, Clerk of Council

Presented to the Mayor: \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Erica L. Nikolic, Mayor

AMENDED ORDINANCE NO. 2026-46

INTRODUCED BY COUNCIL AS A WHOLE

**AN EMERGENCY ORDINANCE AUTHORIZING PAY ADJUSTMENTS  
RETROACTIVE TO JANUARY 1, 2026 AND HIRING LIMITS FOR CERTAIN  
EMPLOYEES AND POSITIONS AND DECLARING AN EMERGENCY**

**WHEREAS**, Council may, from time to time, provide a pay increase or cost of living adjustment (COLA) for employment positions within the Village; and,

**WHEREAS**, as a result of economic conditions and work loads, there need to be adjustments to compensation and hiring for certain positions within the Village; and,

**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 increases the compensation for each full and part-time employee by 3.00% from the employee's present rate of pay with the following exceptions:

- a) The Mayor and all other elected officials;
- b) All Directors;
- c) Employees with less than two (2) years of continuous employment;
- d) Employees at the top of the pay scale for their position as established in Ordinance 2025-46. Department heads may notify Council of employees at the top of the pay scale for special consideration for pay adjustments on a case-by-case basis;
- e) Members of the Fire Department who shall, instead, be granted an increase in compensation of 4.00% from their present rate of pay;
- f) Members of the Fraternal Order of Police and other employees or officials whose compensation is governed by the collective bargaining agreement in effect for those members whose compensation shall, instead, be governed by said agreement;

**SECTION 2.** 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 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: \_\_\_\_\_

\_\_\_\_\_  
Eloise Hardin, President of Council

\_\_\_\_\_  
Carol Jackson, Clerk of Council

Presented to the  
Mayor \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor, Erica Nikolic

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026-46 was duly and regularly passed by this Council at the meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Carol Jackson, Clerk of Council

**POSTING CERTIFICATE**

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2026-46 was duly posted on the \_\_ day of \_\_\_\_\_, 2026, and will remain posted in accordance with the Oakwood Village Charter.

\_\_\_\_\_  
Carol Jackson, Clerk of Council

DATED: \_\_\_\_\_

ORDINANCE NO. 2026-47

INTRODUCED BY COUNCIL AS A WHOLE

**AN ORDINANCE DESIGNATING THE POSITION OF FINANCE DIRECTOR AS A PART-TIME POSITION AND DECLARING AN EMERGENCY**

**WHEREAS**, Council previously designated the position of Finance Director to be a full-time position in Ordinance 2025-46; and,

**WHEREAS**, as a result of economic conditions and changing work-loads and needs, Council has determined that the Village requires only a part-time Finance Director as that term is defined in the Employee Handbook;

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

**SECTION 1.** The position of Finance Director be and hereby is declared to be a part-time position as defined in the Employee Handbook with compensation to be determined by Council upon appointment of a candidate to the position which is presently vacant.

**SECTION 2.** Those sections of Ordinance No. 2025-46 which are inconsistent with this Ordinance be and hereby are repealed.

**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 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: \_\_\_\_\_  
Eloise Hardin, President of Council

\_\_\_\_\_  
Carol Jackson, Clerk of Council

Presented to the  
Mayor \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor, Erica Nikolic

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026-47 was duly and regularly passed by this Council at the meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Carol Jackson, Clerk of Council

**POSTING CERTIFICATE**

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2026-47 was duly posted on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, and will remain posted in accordance with the Oakwood Village Charter.

\_\_\_\_\_  
Carol Jackson, Clerk of Council

DATED: .....

ORDINANCE NO. 2026-48

INTRODUCED BY COUNCIL AS A WHOLE

**AN EMERGENCY ORDINANCE AUTHORIZING PAY ADJUSTMENTS  
RETROACTIVE TO JANUARY 1, 2026 AND HIRING LIMITS FOR CERTAIN  
EMPLOYEES AND POSITIONS AND DECLARING AN EMERGENCY**

WHEREAS, as a result of economic conditions and work-loads, there need to be adjustments to hiring for certain positions within the Village;

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

**SECTION 1.** Council will not approve the creation of new positions or the hiring of replacement employees or officials except for the following: a) Finance Director and other presently authorized positions in the Finance Department; 2) Law Director; 3) Assistant Law Director; 4) Chief Building Official; 5) one additional position in the Service Department. Any exceptions to this provision must be approved by Council.

**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 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: \_\_\_\_\_  
Eloise Hardin, President of Council

\_\_\_\_\_  
Carol Jackson, Clerk of Council

Presented to the  
Mayor \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor, Erica Nikolic

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026-48 was duly and regularly passed by this Council at the meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Carol Jackson, Clerk of Council

**POSTING CERTIFICATE**

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2026-48 was duly posted on the \_\_\_ day of \_\_\_\_\_, 2026, and will remain posted in accordance with the Oakwood Village Charter.

\_\_\_\_\_  
Carol Jackson, Clerk of Council

DATED: .....

ORDINANCE NO. 2026-49

INTRODUCED BY MAYOR

**A PAY ORDINANCE CONCERNING THE EMPLOYMENT OF KAREN HOWSE AND SETTING FORTH THE DUTIES AND COMPENSATION FOR THE POSITION AND DECLARING AN EMERGENCY**

**WHEREAS**, the Mayor has appointed Karen Howse to the position of Interim Finance Director; and,

**WHEREAS**, the attached Exhibit A sets forth the a job description of the employment position for which the position 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 has previously appropriated the funds required for the payment of salary for the employment of Karen Howse as Interim Finance Director as set forth in said Exhibit A.

**SECTION 2.** 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: \_\_\_\_\_

\_\_\_\_\_  
Eloise Hardin, President of Council

\_\_\_\_\_  
Carol Jackson, Clerk of Council

Presented to the Mayor: \_\_\_\_\_

Approved: \_\_\_\_\_  
Erica Nikolic, Mayor

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026- was duly and regularly passed by this Council at the meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Carol Jackson, Clerk of Council

**POSTING CERTIFICATE**

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2026- was duly posted on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, and will remain posted in accordance with the Oakwood Village Charter.

\_\_\_\_\_  
Carol Jackson, Clerk of Council

DATED: \_\_\_\_\_

## **Job Description – Exhibit A**

Position Title: Interim Finance Director  
Employee Name: Karen Howse  
Scheduled Work Hours/Days: Part-time, Approximately 20 hours per week  
Reports To: Mayor and Council  
Location: Village Hall  
Pay Scale: \$50,000.00 per year  
Special Requirements: See below

### **Position Summary**

The Finance Director serves as the Village's Chief Fiscal Officer and is responsible for the strategic leadership, administration, and oversight of all financial operations for Oakwood Village. This position ensures the Village's finances are administered in accordance with the Ohio Revised Code, Village Charter and Ordinances, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, and all applicable federal, state, and local laws and regulations.

The Finance Director provides leadership in budgeting, accounting, treasury management, payroll administration, auditing, debt management, revenue forecasting, investment oversight, tax administration, and long-range financial planning. The Finance Director serves as the principal financial advisor to the Mayor, Village Council, department directors, and other stakeholders and supports the Village's operational, strategic, and economic development goals.

The position also assists in preparing legislation, developing fiscal policy, maintaining financial integrity, and ensuring transparent reporting and accountability for all public funds.

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### **Essential Duties and Responsibilities**

#### **Financial Administration and Treasury Management (30%)**

- Serve as custodian of all Village funds and public monies.
- Direct and oversee all accounting, treasury, payroll, accounts payable, accounts receivable, billing, and cash management functions.
- Manage the receipt, deposit, investment, and disbursement of Village funds.
- Monitor and oversee banking relationships and investment portfolios in accordance with Ohio investment laws and Village policies.
- Review and approve purchase requisitions, invoices, payrolls, and financial claims.
- Ensure proper internal controls and safeguards over public assets.
- Monitor cash flow and maintain adequate liquidity for Village operations.

- Oversee debt administration including bond schedules, repayment obligations, and financing arrangements.
- Supervise municipal income tax administration and collection processes.

### **Budget Development and Financial Planning (25%)**

- Lead preparation and administration of annual operating and capital budgets.
- Coordinate with department heads to develop budget forecasts and expenditure plans.
- Analyze historical and projected revenues and expenditures.
- Develop short-term and long-term financial strategies and planning initiatives.
- Monitor departmental spending and ensure expenditures remain within appropriated budget authority.
- Prepare revenue projections and financial analyses for policy and operational decisions.
- Present budget recommendations to the Mayor and Village Council.
- Assist with capital improvement planning and funding strategies.

### **Financial Reporting, Compliance and Auditing (20%)**

- Prepare and present monthly, quarterly, and annual financial reports.
- Produce year-end financial statements and required governmental filings.
- Coordinate and oversee internal and external audit activities.
- Ensure compliance with GAAP, GASB standards, Ohio Revised Code requirements, and all federal, state, and local regulations.
- Prepare reports and documentation requested by auditors and regulatory agencies.
- Develop and implement accounting policies and procedures.
- Maintain financial records and reporting systems to ensure accuracy and transparency.
- Identify compliance risks and implement corrective actions.

### **Financial Leadership and Legislative Administration (10%)**

- Serve as principal financial advisor to the Mayor and Village Council.
- Assist in preparation and review of legislation affecting financial operations, appropriations, transfers, contracts, grants, and fiscal matters.
- Attend Council meetings, committee meetings, workshops, and public hearings as required.
- Present financial reports and explain fiscal impacts of legislation and initiatives.
- Conduct financial research and policy analysis.
- Develop recommendations for fiscal policies and operational improvements.

### **Economic Development and Grants Administration (10%)**

- Support Village economic development initiatives through financial planning and analysis.
- Coordinate with Village administration and external partners regarding grants, development projects, enterprise initiatives, and funding opportunities.
- Assist with identifying and managing public funding opportunities.

- Analyze financial feasibility and funding sources for community initiatives and projects.

### **Supervision and Department Operations (5%)**

- Provide leadership and supervision to Finance Department staff.
  - Conduct staff meetings and communicate departmental policies and expectations.
  - Evaluate employee performance and provide coaching and professional development.
  - Establish departmental procedures and operational standards.
  - Improve workflow efficiencies and financial processes.
  - Perform additional duties consistent with the responsibilities of the office as assigned by the Mayor or Village Council.
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## **Required Qualifications**

### **Education**

Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or related field.

### **Experience**

Minimum of four (4) years of progressively responsible municipal finance experience as a Chief Financial Officer, Assistant Chief Financial Officer, Finance Director, Assistant Finance Director, or similar senior-level governmental finance position.

Experience must include:

- Government accounting and financial reporting
- Budget preparation and administration
- Payroll and treasury oversight
- Audit coordination
- Public sector financial planning
- Staff supervision

An equivalent combination of education and experience demonstrating the knowledge, skills, and abilities necessary to perform the position may be considered.

## **Preferred Certifications**

Highly desirable:

- Certified Public Accountant (CPA)
  - Certified Public Finance Officer (CPFO)
  - Certified Government Financial Manager (CGFM)
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## **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of governmental accounting principles and municipal finance practices.
  - Knowledge of Ohio municipal laws, public finance regulations, and Ohio Revised Code provisions.
  - Knowledge of GAAP and GASB reporting standards.
  - Knowledge of budgeting, investments, debt financing, payroll administration, and tax administration.
  - Ability to interpret and apply federal, state, and local laws and regulations.
  - Ability to develop strategic financial plans and revenue projections.
  - Ability to analyze complex financial information and formulate recommendations.
  - Ability to prepare and present detailed financial reports.
  - Strong analytical, organizational, project management, and decision-making skills.
  - Ability to supervise staff and manage departmental operations.
  - Ability to communicate effectively with elected officials, employees, auditors, residents, and the public.
  - Ability to maintain confidentiality and exercise sound judgment.
  - Proficiency with financial management software, spreadsheets, accounting systems, and Microsoft Office applications.
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## **Work Environment and Physical Requirements**

Work is performed primarily in a professional office environment requiring prolonged periods of sitting, standing, computer use, communication, and occasional attendance at meetings outside normal business hours.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Please email resumes to: Mayor's Executive Assistant, Lauren Reese at [lreese@oakwoodvillageoh.com](mailto:lreese@oakwoodvillageoh.com)

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Oakwood Village is an Equal Opportunity Employer and reserves the right to revise, modify, or update this job description as operational needs require.

*Village of Oakwood is an **equal opportunity employer**. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Reasonable accommodations for disabilities will be made.*

*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.*