

ORDINANCE NO. 3031

AN ORDINANCE CREATING THE PART-TIME POSITION OF EMPLOYMENT WITH THIS VILLAGE OF FINANCIAL CONSULTANT, ADOPTING A JOB DESCRIPTION ESTABLISHING THE COMPENSATION FOR THIS POSITION, AND DECLARING AN EMERGENCY.

WHEREAS, it is the opinion of this Council that the services of a Financial Consultant are needed on a regular basis to assist the Village Administrator and Village Fiscal Officer with accounting, budgeting and investment decisions.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF CRESTLINE, OHIO:

SECTION 1. That there is hereby created the part-time position of employment with this Village of Financial Consultant to be appointed by the Village Administrator.

SECTION 2. That the Financial Consultant shall provide advice and perform accounting, budgeting, and investment duties within the scope of the position description attached hereto as EXHIBIT A, which is hereby approved and adopted.

SECTION 3. That the Financial Consultant shall work under the direction of the Village Administrator and perform the duties as assigned within the scope of this position, including assistance to the Fiscal Officer and Tax Administrator.

SECTION 4. That the Financial Consultant shall be compensated at the annual salary of Three Thousand Five Hundred Dollars (\$3,500.00) payable monthly, but being a part-time position shall not receive any other employment benefits except as required by law.

SECTION 5. That it is hereby determined that this Ordinance is an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the residents of this Village and for the further reason that

the immediate creation of the position of Financial Consultant is necessary so that these services will be available as soon as possible and shall therefore go into immediate effect provided it receives a two-thirds (2/3) vote of all members elected to this Council, otherwise it shall go into effect in thirty (30) days if passed by a majority vote of Council.

DATE: _____

Aye _____ Nay _____ Abstain _____

David Sharrock, Mayor

Attest:

Annette Johnston, Clerk of Council

Approved as to form:

Harry M. Welsh, Law Director

FINANCIAL CONSULTANT JOB DESCRIPTION

The function of the Financial Consultant is to provide advice to Village officials concerning all Village financial matters, including budgeting, accounting and investment issues. Upon request of the Village Administrator, the Financial Consultant shall perform actual duties as are necessary so that all financial aspects of Village government shall operate in accordance with all applicable laws, ordinances and resolutions, audit standards and best practices.

The Financial Consultant shall upon request meet with Council or any Committee thereof, the Mayor or Fiscal Officer in connection with the performance of the Financial Consultant's duties.

The Financial Consultant shall be a resource to provide suggestions and recommendations to assist all Village officials in performing their duties, not only in accordance with law but in the most efficient and economical manner possible.

The Financial Consultant shall report to and work under the direction of the Village Administrator and shall promptly and efficiently perform all duties assigned.

I ACKNOWLEDGE RECEIPT OF A COPY OF MY JOB DESCRIPTION AS FINANCIAL CONSULTANT.

Date

Signature

Print Name