



RESOLUTION 2023-088

Passed December 4, 2023

A RESOLUTION AMENDING THE CLERK OF COUNCIL POSITION DESCRIPTION

WHEREAS, the City of Pataskala currently has a vacant Clerk of Council position; and

WHEREAS, Section 3.04 of the Charter of the City of Pataskala declares that the Clerk of Council serves at the pleasure of Council, under the supervision of the City Administrator. According to Section 3.04, the Clerk of Council has the powers, duties, and functions as provided in the Charter, by the Rules of Council, and/or by ordinance or resolution; and

WHEREAS, the Administration, working with Clemans, Nelson & Associates, Inc. acting as a human resources consultant, reviewed the current Clerk of Council Position Description and recommends certain changes; and

WHEREAS, Council for the City of Pataskala would like to take these recommendations and amend the current Position Description, thereby adding duties to the Clerk of Council position.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PATASKALA, COUNTY OF LICKING, STATE OF OHIO, A MAJORITY OF ALL MEMBERS PRESENT CONCURRING THAT:

Section 1: Council for the City of Pataskala hereby amends the Clerk of Council Position Description to be that of the Position Description which is attached hereto as Exhibit A and incorporated herein by reference.

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of Council and that all deliberations of the Council and any of the decision-making bodies of the City of Pataskala which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

Section 3: This Resolution shall take effect at the earliest time allowed by the Charter of the City of Pataskala.

ATTEST:

Jessica Cumbo, Interim Clerk of Council

Michael W. Compton, Mayor

APPROVED AS TO FORM:

Brian M. Zets, Law Director