

RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 30043

Ordinance No. 50-2023

Passed August 21st, 2023

AN ORDINANCE CREATING THE POSITION OF FULL TIME ASSISTANT CLERK TO THE CLERK-TREASURER'S OFFICE

WHEREAS, Brewster Village Council has determined that it would be in the best interest of the Village to create a full-time position of Assistant Clerk in the Clerk-Treasurer's Office to be responsible for and manage payroll and assist with the day-to-day operations of the office.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

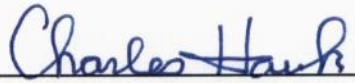
SECTION 1: The full-time position of Assistant Clerk is hereby created within the Village Clerk-Treasurer's Office. The position shall be filled on the recommendation of the Mayor and subject to confirmation from the Council. In addition to the duties listed above, the Assistant Clerk will be responsible for and manage the Records Retention Schedule and other duties within the Clerk-Treasurer's Office as assigned to him or her by the Village Clerk-Treasurer.

SECTION 2: The full-time position of Assistant Clerk is expected to cross train and on occasion assist in the Utility Office.

SECTION 3: The full-time position of Assistant Clerk shall be paid an hourly rate of \$16.54 for 2023, \$17.61 for 2024 and \$19.18 for 2025 and expected to work between 35 and 40 hours per week as needed and shall receive the same benefits as all other non-exempt employees. The wage shall be subject to adjustment as determined by Council from time to time.

SECTION 4: The hours and benefits shall be allocated as follows:
Clerk – 50%; Water – 5%; Sewer – 5%; Electric – 40%.

SECTION 5: This ordinance shall be in full force and effect at the earliest date provided by law.



Mayor Charles Hawk

ATTEST:



Village Clerk K. Kris King

I, K. Kris King, hereby certify that the above is a true copy of a ordinance passed at a regular meeting of the Brewster Village Council held on August 21, 2023.



Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Brewster Barber Shop, Brewster Federal Credit Union, Post Office and Brewster Laundromat.



Clerk K. Kris King