

ORDINANCE NO. 86-47 AC CMS

AN ORDINANCE CREATING THE POSITION OF  
ADMINISTRATIVE INTERN FOR THE CITY OF OBERLIN

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That there is hereby created the temporary position of Administrative Intern for the City of Oberlin.

SECTION 2. That said position shall be non-civil service, appointed by the City Manager, shall carry a pay rate of \$9.00 per hour and shall be temporary in nature, from July 1, 1986, through December 31, 1986.

SECTION 3. That the Administrative Intern shall work under the direct supervision of the City Manager and shall have those duties and responsibilities as set forth in the job description attached hereto and incorporated herein by reference.

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading- June 16, 1986 - Amended  
2nd Reading- July 7, 1986 - Emergency  
3rd Reading-

ATTEST:

  
Clerk of Council

  
Chairman of Council

POSTED: July 8, 1986

## POSITION DESCRIPTION

Administrative Intern  
(Full-Time Temporary)

### General Statement of Duties:

Responsible for carrying out specific duties and completing specific projects as assigned by the City Manager. Assist the City Manager in the day-to-day operation of the City.

### Supervision received:

Works under the immediate supervision of the City Manager.

### Supervision Exercised:

None

### Job Duties:

#### a. Coordination of Risk Management Function

- Maintain property inventory
- Update property values
- Coordinate the timing of bids to allow for adequate participation
- Conduct safety training for City employees
- Coordinate self-funded retention accounts
- Coordinate reinsurance and pooling efforts
- Coordinate claims management
- Maintain all reports

#### b. Coordination of Position Classification Review

- Introduce position classification questionnaires to departments
- Collect completed questionnaires
- Collate questionnaire results
- Maintain record of committee meetings
- Tabulate consensus of committee
- Report final results

#### c. Cable Television

- Coordinate all sections of the City ordinance pertaining to reports and complaints
- Serve as staff liaison to the Citizen's Advisory Committee
- Function as City Hall's programming coordinator

#### d. Recycling

- Serve as City Manager's representative in all recycling functions.

Minimum Qualifications:

Bachelor's Degree in business, administration, social sciences or planning mandatory. Master's Degree in any of the above preferred. Two years experience working with the public. Ability to think both quantitatively and analytically, in addition to possessing effective oral and written communication skills.

Dates of Work/Rates of Pay:

June 1, 1986, to December 31, 1986

\$9.00 per hour