

ORDINANCE NO. 92-68 AC CMS

AN ORDINANCE AMENDING THE JOB DESCRIPTION FOR THE
ASSISTANT TO THE DIRECTOR OF THE OBERLIN MUNICIPAL
LIGHT & POWER SYSTEM OF THE CITY OF OBERLIN, OHIO

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 the attached description of job duties for the Assistant to the Director of the Oberlin Municipal Light & Power System of the City of Oberlin, Ohio, is hereby amended, as set forth in the attached amended job description.

SECTION 2. 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 3. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - October 5, 1992 (Amended) (Emergency)
2nd Reading -
3rd Reading -

ATTEST:


CLERK OF COUNCIL


CHAIRMAN OF COUNCIL

POSTED: October 8, 1992

EFFECTIVE DATE: October 5, 1992

ASSISTANT TO THE OMLPS DIRECTOR

GENERAL STATEMENT OF DUTIES

Perform the duties of Assistant to the OMLPS Director which includes carrying out all secretarial work and generally assisting in the administration of the Electric Department. Also carry out secretarial work for division superintendents as required. Take charge of the communications base and help dispatch the field staff and coordinate their work both during normal operations and system emergencies. Serve as public relations officer and channel consumers requirements, reports and complaints to the right division superintendent.

SUPERVISION RECEIVED

Works under the supervision of the OMLPS Director.

SUPERVISION EXERCISED

Supervise and train other office help as required and supervise other work as delegated by the Director.

JOB DUTIES

- Coordinate the administrative efforts of the Electric Department.
- Provide on-going public contact; respond to both general and specialized inquiries and complaints (by phone and in person) relative to the operation of the Electric Department; provide requested information, route unresolved issues to appropriate personnel.
- Provide billing parameters to City Auditor; perform rate and billing projections for Director, customers, contractors, engineers, etc.
- Schedule preparation of bidding documents for major construction, repairs and purchases over \$10,000. Issue contract documents, attend bid openings, tabulate bids. Prepare contract documents as related to contract awards.
- Prepare federal and state reports on power usage, fuel inventories, financial data, staffing, etc.
- Prepare generation costs and compile operating statistics as required by state joint action agency for use in peak shaving operation.
- Assist in the budgeting process; collect relative financial data; project future costs.
- Check invoices against purchase orders; submit invoices for approval to the OMLPS Director.
- Calculate and post monthly fuel inventories; schedule natural gas deliveries; participate in natural gas supplier negotiations.

- Produce typed copy from oral and written communication from the OMLPS Director and superintendents. This includes proofreading, correct spelling, grammar, punctuation, etc. Prepare certain administrative correspondence independently as agreed to or directed by the OMLPS Director.
- Act as coordinator for the Distribution Department on a daily basis; accept and respond to complaints. Resolve complaints with crew via radio communications and daily phone contact.
- Assist in the correction of power outages by tracking location and extent. Provide ongoing support for the dispatching of personnel and material.
- Make recommendations to the OMLPS Director on policy or problem areas as required; such areas may include recommendations on natural gas purchases, budgeting levels, record-keeping methods, inventory projections, etc.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Associate degree in Administration, Accounting, or related field with at least two years experience in public sector. Extensive related experience may be considered in lieu of educational requirements. Well organized in order to administer a myriad of activities simultaneously. Command of the English language and the rules, regulations and laws affecting the operation of a public body. Ability to type 60 words per minute as demonstrated by a typing test; good spelling, punctuation, and grammar skills. Must be even-tempered and have a pleasant personality for dealing with the public and meeting deadlines. Knowledge of the operation of common office machinery, including word processing equipment and calculator. Ability to interact with the public, employees, consultants, contractors, etc., both in person and on the telephone in a pleasant manner consistent with the goals and objections of the department.

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Driver's License.

Paygrade:
F.L.S.A. Rating:

Classification: N/A
Civil Service Rating: Unclassified