

ORDINANCE NO. 2022 - 09

AN ORDINANCE REVISING THE JOB DESCRIPTION FOR THE VILLAGE ADMINISTRATOR TO CLARIFY THAT THE CONTRACTING AUTHORITY SHALL FOLLOW THE STANDARD PROVISIONS OF STATE LAW

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW LONDON, HURON COUNTY, OHIO, AS FOLLOWS

Section 1. That the Job Description of the Village Administrator, as set forth in the Village Employee Handbook and Personnel Policies, be, and hereby it is amended in part to read as follows:

JOB CLASSIFICATIONS
JOB DESCRIPTIONS

JOB TITLE: VILLAGE ADMINISTRATOR

DUTIES: The duties listed below are intended to depict the major responsibility of this position.

Essential Duties & Responsibilities:

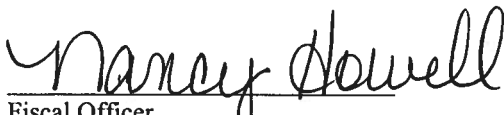
9. May make any contract, purchase supplies or material, or provide labor for any work under his supervision **IN ACCORDANCE WITH, AND SUBJECT TO THE PROCEDURES AND LIMITATIONS SPECIFIED IN REVISED CODE SECTION 731.141¹, AS THE SAME MAY FROM TIME TO TIME BE AMENDED, AND/OR AS OTHERWISE PROVIDED BY OHIO STATE LAW** ~~involving not more than five thousand dollars. When an expenditure within the department, other than the compensation of persons employed therein, exceeds five thousand dollars, as such expenditure shall first be authorized and indirectly by ordinance of the village legislative authority. When so authorized and directed, except where the contract is for equipment's services, materials, or supplies available from a qualified nonprofit agency pursuant to section 4115.21 to 4115.35 of the Revised Code, the administrator shall make a written contract with the lowest and best bidder after advertisement for not less than two or more than four consecutive weeks in a newspaper of general circulation within the area.~~

Section 2. That this Ordinance shall take effect at the earliest period allowed by law.

PASSED: April 11, 2022


Mayor

ATTEST:


Fiscal Officer

¹ Section 731.141 currently provides, in pertinent part, as follows:

In those villages that have established the position of village administrator, as provided by section 735.271 of the Revised Code, the village administrator shall make contracts, purchase supplies and materials, and provide labor for any work under the administrator's supervision involving not more than fifty thousand dollars. When an expenditure, other than the compensation of persons employed by the village, exceeds fifty thousand dollars, the expenditure shall first be authorized and directed by ordinance of the legislative authority of the village. When so authorized and directed, except where the contract is for equipment, services, materials, or supplies to be purchased under division (D) of section 713.23 or section 125.04 or 5513.01 of the Revised Code, available from a qualified nonprofit agency pursuant to sections 4115.31 to 4115.35 of the Revised Code, or required to be purchased from a qualified nonprofit agency under sections 125.60 to 125.6012 of the Revised Code, the village administrator shall make a written contract with the lowest and best bidder after advertisement for not less than two nor more than four consecutive weeks in a newspaper of general circulation within the village or as provided in section 7.16 of the Revised Code.