

ORDINANCE NO. O-16-2021

AN ORDINANCE AMENDING “PERSONNEL AND PAY CLASSIFICATION PLAN” FOR THE CITY OF FORT THOMAS, BEING ORDINANCE NO. O-08-2021.

WHEREAS, the Board of Council of the City of Fort Thomas is restructuring to provide an Administrative Assistant position to support the Economic Development Director and General Service Departments; and

WHEREAS, the City has employed part-time staff to fill this role; and

WHEREAS, City staff and Mayor Haas have reviewed and discussed job duties for filling the needs and position at an increased level; and

WHEREAS, it was determined that the position of “Part-Time Administrative Assistant” should be eliminated and the position of “Administrative Assistant” should be created to streamline the delivery of services.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF FORT THOMAS, CAMPBELL COUNTY, KENTUCKY:

SECTION I

That the City of Fort Thomas “Personnel and Pay Classification Plan” be amended as follow:

1. That the position of “Part-Time Administrative Assistant” be eliminated from the Authorized Positions list.
2. That the position of “Administrative Assistant” be created and added to the Authorized Positions list.

SECTION II

That the Position Description of “Part-Time Administrative Assistant” be eliminated from the Classification Plan.

SECTION III

That the Position Description of “Administrative Assistant” attached hereto be incorporated into the Classification Plan as indicated therein.

SECTION IV

That all ordinances, or parts thereof in conflict with the provisions of this ordinance, are to the extent of such conflict hereby repealed.

SECTION V

That this ordinance shall take effect from and after the earliest date provided by law following its adoption and publication as provided by law.

APPROVED:

Eric Haas, Mayor

1st Reading: Dec. 18, 2021

ADOPTED: Jan. 18, 2022

Published: Jan. 27, 2022

ATTEST:

Melissa Beckett, City Clerk