

**CITY OF SOUTH LEBANON, OHIO
ORDINANCE NO. 2026-06**

**AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE SPECIALIST,
ESTABLISHING COMPENSATION, AND DESIGNATING COMPENSATION, AND**

WHEREAS, the City staff has reviewed the current positions within the City and is recommending the creation of a new position; and,

WHEREAS, the City Personnel Committee met on April 16, 2026, and have recommended creating the Administrative Specialist position as attached; and,

WHEREAS, on April 28, 2023, the Civil Service Commission for the City of South Lebanon adopted the Rules and Regulations of the Commission; and

WHEREAS, per Section 5.02 (12) of the Civil Service Rules and Regulations, Council may designate a position as unclassified and therefore not subject to the Civil Service Rules and Regulations; and

WHEREAS, the City Personnel Committee are recommending the Administrative Specialist position be designated as unclassified: and

WHEREAS, allocation of pay shall be established for all City positions and reflective of an employees' job description and duties and responsibilities; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of South Lebanon, at least a majority of all members elected thereto concurring:

Section 1. That the unclassified position of Administrative Specialist is hereby created.

Section 2. That the compensation pay range for said position shall be equal to Pay Grade 4 as set forth in the City of South Lebanon Compensation Plan.

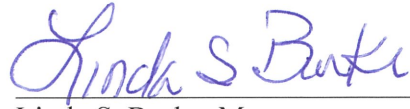
Section 3. That compensation for said position shall be designated solely from the General Fund.

Section 4. The recitals contained in the Whereas clauses set forth above are incorporated by reference herein.

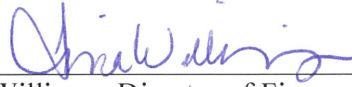
Section 5. All formal actions of the City Council regarding this Ordinance were adopted in an open meeting of City Council in compliance with all legal requirements, including, but not limited to, Section 121.22 of the Ohio Revised Code.

Ordinance 2026-06 Administrative Specialist

Adopted this 23rd day of April, 2026.



Linda S. Burke, Mayor

Attest: 
Petrina D. Williams, Director of Finance

Rules Suspended: — (if applicable)

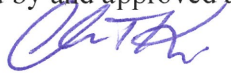
First Reading: 4/16/26

Second Reading: 4/23/26

Vote: 5 Yeas
- Nays

Effective Date: 5/23/26

Prepared by and approved as to form:



Chase T. Kirby
Law Director
City of South Lebanon, Ohio

CITY OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title:	Administrative Specialist		
Employment Status:	Full or Part-time	Dept./Division:	Administration
FSLA Status:	Non-Exempt	Reports To:	City Administrator
Pay Grade:	Level 4	Classification:	Unclassified

JOB RESPONSIBILITIES:

Under the direction of the City Administrator, the Administrative Specialist performs a wide range of highly professional administrative and technical duties including communications and public information distribution, project management and support, and decision support related to policy analysis, creation, and implementation, and some clerical functions. Assists with the preparation of the annual and capital budgets, agendas for various public meetings, and any projects as assigned by the City Administrator. Plans, develops, implements, and maintains city communication and media platforms.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT: An example of acceptable qualifications:
High school diploma or equivalent required. An associate's degree in office administration preferred and/or five (5) years' work experience which evidences a thorough knowledge of government operations, modern office practices and procedures, computer operation and public relations; or any equivalent combination of knowledge, skills, and abilities to perform the essential functions of the position.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

1. Provide professional assistance to the City Administrator across a wide variety of duties and responsibilities to match criteria and meet deadlines. Provide exceptional customer service to internal and external representatives.
2. Prepare and present accurate and reliable reports containing findings and recommendations. Process and distribute correspondence from various sources to the appropriate office or individual within the city, preparing and submitting replies directly when appropriate. Develop notices, flyers, brochures, newsletters, media releases, and other informational materials related to the city and distribute or post accordingly.
3. Assist in the research and preparation of grant and loan applications for state and/or federally funded programs.
4. Maintain city website and social media pages as well as other media outlets. Conduct community surveys and analyze results, preparing written, illustrative, and statistical reports.
5. Make recommendations of the formulation of city policies and procedures. Assist in the development and monitoring of departmental operating budgets.
6. Demonstrates regular and predictable attendance; due to the nature of the job, the Administrative Specialist must be available to return to work after normal work hours or on weekends when assigned or when requested to do so.

Date Adopted: _____

Date Revised: _____

Developed by:

Clemans, Nelson & Associates, Inc.

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Position Title:	Administrative Specialist
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OTHER DUTIES AND RESPONSIBILITIES:

1. Attend seminars and workshops related to the duties and responsibilities of the position.
2. Performs other duties as required.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must hold a valid Ohio driver's license and remain insurable under the City's vehicle insurance policy. Notary Public Preferred.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: *City and Department goals and objectives; *City and Department policies and procedures; modern office practices and procedures; general business practices; basic bookkeeping; City Ordinances; Ohio Sunshine Laws; safety practices and procedures; public relations; media relations; community resources and services; office practices and procedures; English grammar and spelling; workplace safety.

Skill in: transcription; typing; data entry; word processing; computer operation; calculator operation; use of other modern office equipment; computer programs (e.g., Microsoft Office applications); social media platforms, website conceptual design and content editing; research and analytical evaluation of data; basic math, accounting and budgeting; effective written and verbal communications; highly organized; excellent team leader; motor vehicle operation.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables with familiar context; exercise independent judgment and discretion; establish and maintain effective relationships both internally [city staff and elected officials] and externally [vendors, media, general public], conduct research and analyze findings with preparation of clear and concise reports, prepare and manage correspondence, demonstrate integrity and accountability, use discretion with confidential or sensitive information, work independently as a self-starter and/or with a team when required, maintain public information on website[s], social media page[s], other communication tools, prioritize competing tasks, and use sound judgment in a manner consistent with the essential job functions and mission, vision, and values of the city; respond to routine inquiries from public and/or officials; communicate effectively; maintain records according to established procedures; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; lift, carry, push and/or pull file boxes of legislative books and paper documents.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Calculator, computer, fax machine, copier, scanner, shredder, audio transcription device, printer, telephone, postage machine, and other standard modern business office equipment; motor vehicle.

Date Adopted: _____
Date Revised: _____

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INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); may be required to lift, carry, push, or pull heavy objects; may be exposed to hostile or upset members of the general public; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

(Employee Signature)

(Date)

(Appointing Authority or Designee Signature)

(Date)

Date Adopted: _____
Date Revised: _____

Developed by:
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