

**RESOLUTION 24 – 02 , 2024  
COLUMBIA TOWNSHIP, HAMILTON COUNTY, OHIO**

**AUTHORIZING AMENDMENTS TO TOWNSHIP HANDBOOK POLICIES AND  
PROCEDURES MANUAL, AND DISPENSING WITH THE SECOND READING,**

**WHEREAS**, the Columbia Township Board of Trustees previously enacted the Township Handbook Policies and Procedures Manual ("Manual") in 1996;

**WHEREAS**, from time to time, the Manual needs to be reviewed and revised to adopt to trends in the employment market, to stay competitive in that market, to stay current under the law, to attract new employees, and to retain current employees, among other things; and

**WHEREAS**, the Board needs to adopt certain amendments to the Manual to help achieve the goals listed above as set forth in the attached Exhibit A; and

**WHEREAS**, the Board, upon majority vote, hereby dispenses with the requirement that this resolution be read on two separate days, and hereby authorizes the adoption of this resolution upon its first reading; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Columbia Township Board of Trustees, Hamilton County, Ohio:

SECTION 1: That the Board hereby authorizes and adopts the amendments to the Manual as set forth in Exhibit A and reaffirms all other provisions not otherwise amended in Exhibit A.

SECTION 2: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

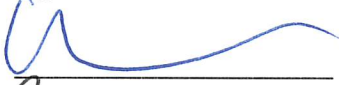
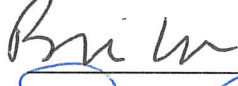
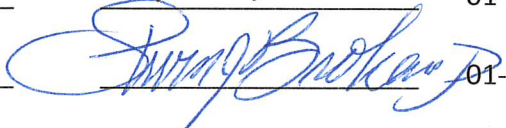
SECTION 3: This resolution shall take effect at the earliest period allowed by law.

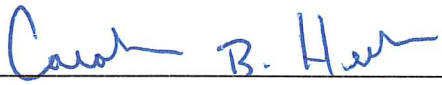
Motion to accept Resolution made by: MR. KUBICKI

Seconded by: MR. LAMAR

**RESOLUTION 24 – 02 , 2024**  
**COLUMBIA TOWNSHIP, HAMILTON COUNTY, OHIO**

**VOTE:**

<b>TRUSTEE</b>	<b>Voting</b>	<b>Signature</b>	<b>Date</b>
David Kubicki	<u>yes</u>	<u></u>	01-09-2024
Brian Lamar	<u>yes</u>	<u></u>	01-09-2024
Steve Brokamp	<u>yes</u>	<u></u>	01-09-2024

ATTEST:  01-09-2024  
Caroline Heekin, Fiscal Officer

APPROVED as to form: \_\_\_\_\_  
Township Legal Counsel

## **EXHIBIT A**

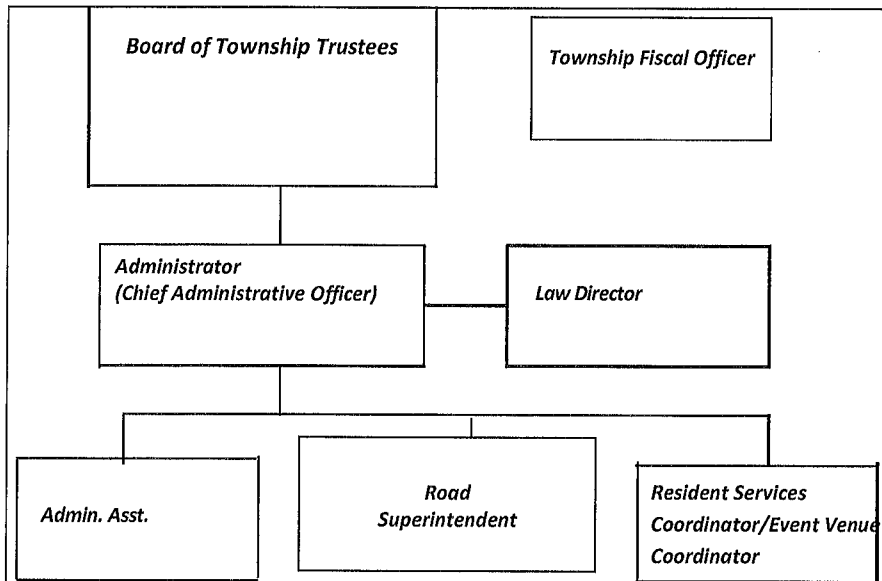
### **Columbia Township Employee Handbook (Policies & Procedures)**

#### **Current and Proposed Changes**

1. Organizational Chart
  - a. Delete current chart
  - b. Replace with 2024 chart
  
2. Position Descriptions
  - a. Delete Administrative Assistant position
  - b. Reclassify Road Superintendent (placeholder only, future change)
  - c. Create Finance Assistant to Administrator position

Columbia Township

Current Organization Chart



**Current – reclassification to be proposed at future meeting**

**Columbia Township Hamilton County**

**Position Description**

**TITLE:** Road Superintendent

**REPORTS TO:** Township Administrator

**GENERAL DESCRIPTION:**

Handles all facets of the Maintenance Department, including roadway right-of-way and curb permits, maintenance, repair and reconstruction; buildings, parks and grounds maintenance; Township drainage systems; leaf, brush and snow removal; street signage; vehicle and equipment maintenance; liaison with general public, contractors and public agencies.

**RESPONSIBILITIES:**

- Recruits, trains and supervises maintenance personnel to assure understanding and compliance with policies, procedures, laws, OSHA and other safety requirements
- Establishes performance standards regarding maintenance, repair and reconstruction of Township roads, curbs, rights-of-way, signage and drainage system
- Establishes maintenance and repair schedules to assure operation of all vehicles and equipment
- Coordinates and supervises daily work schedule assignments and activities for Maintenance Department employees
- Manages maintenance duties for Township facilities and parks
- Ensures effective removal of leaves, brush and snow removal on Township roads and property
- Maintains necessary departmental records, including road inventory records
- Acts as liaison with ODOT, Hamilton County Engineer's Office, Hamilton County Public Works, Ohio Public Works, Hamilton County Townships Road Superintendents, and the Hamilton County Sheriffs Department Work Detail Program
- Develops and writes specifications for road rehabilitation projects and equipment purchases
- Acts as project manager for all road related projects
- Performs annual employee evaluations of Maintenance Department employees
- Performs routine inspection of roads, curbs, signage, work assignments, projects and vehicles
- Assists in grant procurement

**OTHER DUTIES:**

- Assist in completion of work assignments in absence of employees
- Attend Township meetings and present monthly report
- Attend work-related meetings, conferences, seminars, exhibits
- Maintain and monitor street and curb cut permit program
- Perform related duties as assigned

**QUALIFICATIONS:**

Minimum requirements include a high school diploma or equivalent; possession of a valid Ohio Commercial Driver's Class A License; three (3) years supervisory or crew leader experience; three (3) years experience and advanced knowledge of, and skill in, road and ditch maintenance and repair methods and the use/operation of the tools from light to heavy equipment used therein: or any combination of training and work experience which indicates possession of the knowledge, skill, and abilities listed below.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Asphalt and concrete pavement maintenance (roadway construction)
- Storm water systems and storm water control
- Strong verbal and written communication skills for public speaking and report/correspondence writing
- Vehicle maintenance and equipment operation
- Ability to apply mathematical skills and concepts of basic algebra and geometry
- Interpret instructions in written, oral, diagram or schedule form
- Basic computer operation skills
- Principles, practices and techniques of all related public works fields
- Budget development
- Use of equipment related to job responsibilities and maintenance activities

**DESIRED KNOWLEDGE/EXPERIENCE**

- Post secondary education in construction management or supervision
- Public works experience
- Working knowledge of Ohio Revised Code related to township government
- Other tasks as assigned

**TOOLS AND EQUIPMENT USED:**

Motor vehicle, trucks, back hoe, and other heavy equipment; hand and power tools; ladders and other light to heavy maintenance and construction equipment.

**PHYSICAL DEMANDS:**

There is regular and continuing exposure to inclement weather and extremes in temperature. It also entails exposure to dirt, soiling of clothing, and being in close proximity to construction equipment. Effort is exerted regularly for sustained periods of time. Strain may be intense for frequent or moderate duration. Effort involves moderate lifting, pushing, pulling reaching, bending, and more than normal visual and hearing acuity is required. Manual dexterity is high due to complex vehicle operational controls. Works may require effort during non-standard work hours. There is daily involvement with work that has the potential of major injury or loss of life.

It may become necessary from time to time in an emergency situation that employees will be required to work outside of their normal work schedule, in order for the needs of the Township to be met. All overtime will be paid in accordance with the Fair Labor Standards Act.

**Note:**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions, Also, this job descriptions does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of employer and the requirements of the job change.*

**DELETE**

**Columbia Township Hamilton County**

**Position Description**

**TITLE:** Administrative Assistant

**REPORTS TO:** Township Administrator

**GENERAL DESCRIPTION:**

Organizes, manages and performs general administrative and clerical work while assisting Township Administrator in daily Township operations. May assist other Township officials in specific tasks as authorized and approved by Township Administrator.

**RESPONSIBILITIES:**

- Receiving visitors
- Processing mail
- Answering telephones and directing calls
- Logging, channeling, or processing routine public requests and complaints
- Managing and ordering office supplies
- Processing purchase requisitions and purchase orders
- Providing telephone system management
- Administering computer network
- Maintaining Township web site
- Attending job-related conferences and seminars as appropriate
- Developing and publishing periodic Township newsletters
- Completing special projects assigned
- Other related duties as directed by Township Administrator

**AS AUTHORIZED OR APPROVED BY TOWNSHIP ADMINISTRATOR, OTHER DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- Acting on occasion as temporary Township Clerk at Township meetings
- Posting revenue and expense transactions
- Processing Township accounts payable
- Reconciling monthly bank statements
- Maintaining timecards and payroll check generation after administrative approval
- Preparing deductions for payroll, taxes, credit union and retirement
- Depositing Township receipts in designated financial institutions
- Completing and maintaining benefits administration and claims processing
- Maintaining and preparing meeting minutes and resolutions books



- Maintaining records inventory and record retention schedules
- Maintaining contract, agreement, and bond files
- Maintaining complete and up-to-date personnel files in compliance with Privacy Act and regulatory requirements

#### **QUALIFICATIONS:**

High school graduate or equivalent, supplemented by responsible experience in administrative, clerical and general or public accounting tasks, including benefits administration; or any combination of experience which provides the required knowledge, skills, and abilities.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent verbal and written communication skills
- Proficiency in Microsoft Office programs (Word, Excel, Access)
- Analytical, problem-solving and organizational skills
- Ability to interface with all levels of officials, employees and the public
- Sense of urgency
- Ability to handle and prioritize multiple projects and requests concurrently
- Strong professionalism and uncompromising integrity
- Detail oriented with high degree of accuracy in work
- Professional appearance
- Strong telephone skills
- Work well in a support capacity and handle special projects independently
- Basic accounting knowledge and skills
- Work with minimal supervision

#### **DESIRABLE KNOWLEDGE/EXPERIENCE**

- Computer network administration
- Familiarity with Ohio Revised Code
- Notary Public designation
- Contract administration experience
- College level courses

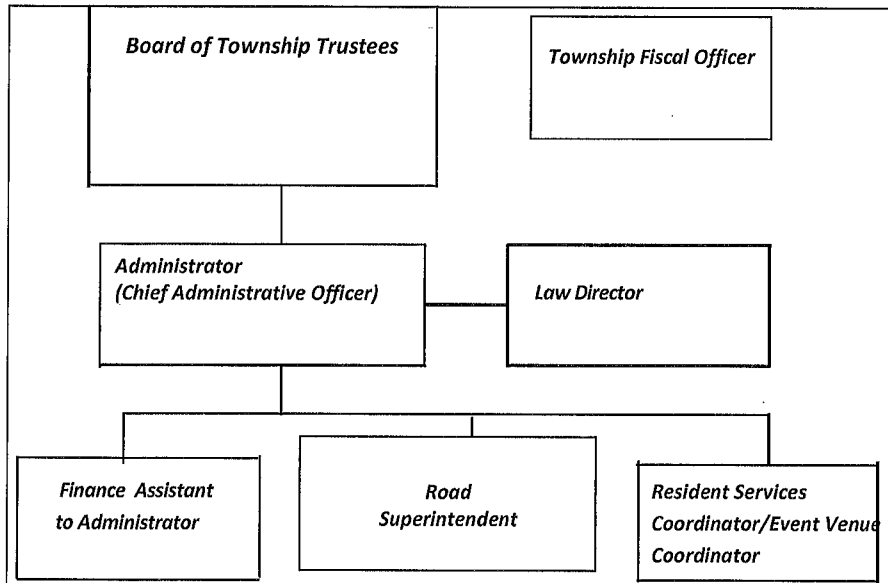
#### **TOOLS AND EQUIPMENT USED:**

Personal computers with related software, copiers, calculators, two-way radios, telephones, fax machines, and other office equipment related to this position.

It may become necessary from time to time this employee will be required to work outside of the normal work schedule to fulfill the needs of the Township. All overtime will be paid in accordance with the Fair Labor Standards Act.

Columbia Township

Proposed Organization Chart



Create Position

**TITLE: Finance Assistant to Administrator**

**REPORTS TO: Township Administrator**

**GENERAL DESCRIPTION:**

Directly assists Administrator with managerial-level functions as assigned

Coordination with Elected Officials and Agencies

When authorized by Township Administrator, may directly coordinate with Fiscal Officer, Trustees, Hamilton County Auditor & Treasurer offices, and other financial/administrative agencies

Legal and Compliance - supports Township Administrator as assigned

Financial Services

Accounting – accounts payable/receivable (Ohio UAN)  
Accounting - Tax Increment Financing Funds  
Payroll - including pensions and all associated reporting  
Budget – reconciling, monitoring, forecasting, Treasury and Debt Management, annual budget development to support Township Administrator, all reporting  
Financial Reporting/Compliance (federal, state, county agencies)  
Grants Reporting/Compliance (federal, state, county agencies)  
Audits

Manages the township office and managerial-level administrative services with a focus on Easy Access/Responsive Government:

General Office Management

Mail, office supplies, telephone system, document files, other

Citizen Access

24/7 inquiry system (responses shared among all management employees)  
Website  
Social Media  
The Voice - Columbia magazine

Public Records Custodian

Comply with all Ohio mandatory training  
Public records requests intake & coordinating timely responses  
Records Retention – inventory management & retention schedules

Human Resources – directly assist the Administrator, who is the designated Human Resources Director, in:

Employee engagement, team & individual professional development  
Benefits administration incl. claims processing, compliance, monitoring  
Mandatory Training  
Federal/State Employment Law Reporting/Compliance  
Columbia Personnel Policy

Information Technology

Notary Public

Completing special projects as assigned

Other related duties as directed by Township Administrator