

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF TECHNOLOGY COORDINATOR IN THE COMMUNICATIONS AND TECHNOLOGY DEPARTMENT, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 21-62.

WHEREAS, it has been recommended by the Human Resources Committee that a job description for the position of Technology Coordinator in the Communications and Technology Department be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Technology Coordinator in the Communications and Technology Department shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 21-62 is hereby repealed.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

PASSED: 1/23/2023

/s/ Martin E. O'Donnell

President of Council

POSTED: 1/27/2023

APPROVED: 1/24/2023

ATTEST: /s/ Valerie E. Rosmarin

Clerk of Council

/s/ Gregory J. Zilka

Mayor

CITY OF AVON LAKE

POSITION DESCRIPTION

Technology Coordinator

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| Job Title: | Technology Coordinator |
| Department: | Communications and Technology |
| Immediate Supervisor: | Communications and Technology Director |
| Positions supervised: | As delegated by Communications and Technology Director |
| FLSA Status: | Exempt |
| Bargaining Unit: | N/A |
| Civil Service Status: | Unclassified |

JOB RESPONSIBILITIES

This incumbent shall oversee and support the triaging of computers and software for City of Avon Lake staff (except ALPD, ALFD and Municipal Court functions). These tasks will be in concert with the City's technology consultant and the Avon Lake Communications and Technology Director. This employee will manage social media communications plus film and produce council meetings. He/she will be responsible for the supervision of the office during Communication and Technology Director's absence.

Other duties:

- Act as primary liaison between the city Technology Consultant and city staff.
- Oversight, repair, replacement recommendations to the Director relative to equipment, software, and inventory.
- Film, edit, broadcast any public meetings as scheduled utilizing Ohio Sunshine Rules as applicable.
- Monitor and respond, if appropriate, to social media platforms as directed
- Create electronic surveys, summary reports, and html forms.
- Maintain Communications and Technology Department's media inventory and databases as directed.
- Manage the sale or disposal of old equipment.

QUALIFICATIONS

College degree in any of the following disciplines: Computer Science, Video Production, Graphic Arts, Media Production, Public Relations coupled with significant experience in working within government organization or non-profit.

Strong working knowledge of technology and software, cable television programming, focused on local markets, coupled with knowledge of the City of Avon Lake (it's services and resident demographics).

Ability to communicate effectively and diplomatically both orally and in written form(s); Ability to tailor communication style(s) to meet the audience including federal, state, and local entities; elected officials, community volunteers, potential developers, City staff and general public.

PHYSICAL REQUIREMENTS

Intermediate physical activity including lifting, bending, standing, reaching, etc... working conditions include loud, dusty environments and hazardous chemicals. Must be able to lift and carry heavy sound and recording equipment of all types.

All applicants must pass a background screening, drug test, and possess a valid State of Ohio Driver's License.

Knowledge of:

- Standard and specialized equipment for these efforts.
- Standard office equipment, computers, camera/editing equipment necessary for job duties (and those of subordinates).
- Understanding of City services and delivery of services to the public.
- Writing skills, formats, editing, proofreading, and visual concepts.
- Ability to understand and adhere to deadlines as established.
- City of Avon Lake general office guidelines/protocols/procedures.

Salary Range: The salary for this position shall mirror the current and future salary structure of the Recreation Program Manager in Local 836-1.

Benefits: As determined by Codified Ordinances