

RECORD OF RESOLUTIONS

Resolution No. 24-032 *Passed on April 1st, 2024*

RESOLUTION 24-032, SETTING THE PAY RATE FOR A VILLAGE COLLEGE INTERN.

WHEREAS, Council has approved and created the position of College Intern; and

WHEREAS, the rate of pay needs to be established and added to the 2024 Employee Pay Scale;

NOW THEREFORE, BE IT ORDAINED, by the Council, Village of West Jefferson, County of Madison, State of Ohio, with a majority of duly elected members thereof concurring as follows:

SECTION I: Council hereby revises the 2024 Employee Pay Scale (attached) by adding the position of College Intern.

SECTION II: Council hereby sets the salary as follows: \$15.00 per hour.

SECTION III: This Resolution shall take effect at the earliest time allowed by law.

Passed this 1st day of April, 2024

Jennifer Warner
Jennifer Warner
President of Council

4-1-24
Date

Date received by Mayor *4-2-24*

Date Approved by Mayor *4-2-24*

Ray A. Martin
Ray A. Martin, Mayor

ATTEST:

Tisha Edwards
Tisha Edwards
Clerk of Council

4-2-24
Date

Sections Vetoed: _____

Approved as to Form:

J. Michael Murray
J. Michael Murray, Director of Law, or
Joshua W. Beasley, Assistant Director of Law

4/2/24
Date

Village of West Jefferson
Job Description / Duties

Administrative Information

Job Title: College Intern		Job Number:	Date: March 2024
FLSA:	Civil Service:	Type Employment:	
Exempt	Unclassified	Fulltime	Part-time (PT) X
Nonexempt	Classified	Permanent PT	Seasonal X

Job Description

1	<p>Nature of Work: Village Hall serves the community of West Jefferson in all aspects of local government, including the Department of Development that serves many of the surrounding municipalities in Madison County for both commercial and residential permits and zoning services. West Jefferson has a vibrant Parks and Recreation department, a local police department, Finance and Tax Department, and a Public Service department. Our summer intern program will have you working primarily in one of these departments. You will be mentored and will learn from the Director of the department with the opportunity to gain local government experience.</p>
2.	<p>Essential Functions: As an intern, you will be given the opportunity to gain experience and participate in the day-to-day functions of a local government office. Depending on your academic major in college, you will be working in the department that best suits your educational goals. Interns can work up to 40 hours per week depending on the need of the village, with the possibility of some weekend/evening work. Interns are encouraged to attend Council Meetings and summer Village events while working for the village.</p>
3.	<p>Minimum Qualifications/Requirements:</p>
3a	<p>Education: Enrolled in an accredited college in undergraduate or graduate studies.</p>
3b	<p>Experience:</p> <ul style="list-style-type: none"> • Previous government experience is beneficial, but not required. • Prior customer service experience is a plus. • Ability to use basic computer programs (Word, Excel, PowerPoint) and willingness to learn new computer skills.
3c	<p>Professional Licensing Requirements: None</p>
3d	<p>Other: Applicants must have a current driver's license and a clean driving record.</p>
4.	<p>Supervision:</p>
4a	<p>Received: Director of the assigned department. Other supervision maybe assigned at the Directors discretion.</p>
4b	<p>Exercised: None</p>
5.	<p>Knowledge, Skills, and Abilities (KSAs):</p> <ul style="list-style-type: none"> • Knowledge of Outlook, Microsoft Office programs • Skill in being resourceful in finding information and answers as needed • Ability to learn how municipal government functions administratively • Ability to work well with a team as well as individually • Ability to do assignments in a timely manner and accept constructive feedback

	<ul style="list-style-type: none"> • Ability to be flexible in assignments
6.	Working Conditions:
6a	Physical Demands: All positions will have office duties with typical office environments. Interns may have assignments that include but are not limited to, lifting, carrying, walking, climbing and manual labor that is in confined and in cramped spaces or uncomfortable conditions. You must have the ability to handle the stresses from working in the field and/or office environment, with the potential of dealing with an irate and/or difficult customer.
6b	Environmental Issues: Intern may be required to work in extreme weather conditions, particularly heat and rain/wind. There may be exposure to physical hazards from mechanical and electrical equipment, heavy equipment, working in/around construction sites and materials including hazardous gases, fumes, paint, chemicals, and pesticides. Daily travel may be required.
6c	Light Duty: Light duty, may be offered for work-related injuries when the duty will not mitigate the recovery of the injury, adversely affect the safety of the injured intern, other employees, or our citizens, and when there's a doctor's recommendation for the number of hours the intern can work per day and physical restrictions.

Job Taskings: *As specific as possible, list the tasks the employee performs on the job. Add additional numbers if needed.*

	Job tasks will be specific to the department. Below are some of the expectations of all interns.
1.	Strong communication and interpersonal skills
2.	Highly motivated to achieve desired goals and objectives
3.	Strong critical thinking skills
4.	Ability to work effectively in a team environment, and to multi-task
5.	Detail oriented, and willing to follow directions and accept correction
6.	Willing to assist and facilitate staff as necessary, whenever and however needed, even outside area of study and interest
7.	Willing to try new things, and give appropriate feedback on the learning experience
8.	All other duties as assigned
9.	Operates in Accordance with the Village policies and procedures.

This job description contains the essential functions for the purposes of 42 USC 12010. However, it is not intended to be the only duties and responsibilities to be performed by the position applicant. The Village of West Jefferson reserves the right to modify the duties and responsibilities of this position at any time.

Signatures: <i>This denotes the supervisor reviewed the entire performance plan with the employee. Reviews are accomplished within first pay period for; new employees, transferred employees, or when performances are updated.</i>	
Employee	Supervisor
Print Name:	Print Name:
Date:	Date:
Signature:	Signature:

MANAGEMENT APPROVAL

Director of Public Service

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

Employee

____/____/____
Date