

121.01 SECRETARY TO THE MAYOR.

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121.01 SECRETARY TO THE MAYOR.

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CHAPTER 121

Mayor

121.01 Secretary to the Mayor.

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CROSS REFERENCES

Term - see CHTR. Art. III, Sec. 1

Qualifications - see CHTR. Art. III, Sec. 2

Removal - see CHTR. Art. III, Sec. 3

Vacancy or absence - see CHTR. Art. III, Sec. 4

Duties and powers - see CHTR. Art. III, Sec. 5; Ohio R.C. 733.03, 733.30 et seq.

Veto power - see CHTR. Art. III, Sec. 5, Art. IV, Sec. 11

Salary - see CHTR. Art. IV, Sec. 7

Bond - see CHTR. Art. IV, Sec. 7; ADM. 169.01(b)

Appropriation ordinance - see CHTR. Art. VIII, Sec. 1

Nominations and elections - see CHTR. Art. IX, Sec. 1

Oath of office - see CHTR. Art. XIII, Sec. 6

Mayor's Court - see ADM. Ch. 181

121.01 SECRETARY TO THE MAYOR.

There is hereby established the position and job of Secretary to the Mayor, whose duties shall be to perform the usual stenographic and clerical duties as may be required and, upon the direction of the Mayor, to act as the Secretary to the Mayor performing the duties incumbent upon such position.

(Ord. 19-74. Passed 2-26-74.)

121.02 SEXUAL HARASSMENT.

(a) The City hereby specifically disapproves of and rejects any and all sexual harassment of and/or by employees, officials, agents and all other working for or on behalf of the City within any and all work places of the City.

(b) The City hereby adopts as, "The Policy of the City of Sheffield Lake, Ohio on Sexual Harassment", the policy attached to Ordinance 17-93 on sexual harassment and marked as Exhibit A. (Ord. 17-93. Passed 2-9-93.)

121.03 ADVERTISING FOR POSITIONS WITH CITY.

(a) The Mayor is hereby authorized to advertise for applications for all full-time and part-time, non-civil service, non-appointed positions within the City.

(b) Such advertisement for applications shall be advertised on an annual basis in April of each year.

(c) All applications that are received for any full-time or part-time, non-civil service, non-appointed positions within the City shall be on file with the Clerk of Council and in the office of the Finance Director and in the office of the Mayor and in the office of the Directors of the appropriate Department for each application received.

(d) Nothing in this section shall obligate or require the City to employ or hire any applicant for any position for which an application is submitted.

(Ord. 31-93. Passed 3-23-93.)

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