

ORDINANCE NO. 35-2018

AN ORDINANCE AMENDING THE JOB CLASSIFICATION PLAN OF THE VILLAGE OF LOUDONVILLE, OHIO, BY AMENDING CERTAIN JOB DESCRIPTIONS AND QUALIFICATION SPECIFICATIONS FOR POSITIONS WITHIN THE LOUDONVILLE THEATRE.

WHEREAS, the Village of Loudonville has previously engaged Clemans, Nelson and Associates, Inc., to establish an employee classification plan for the Village of Loudonville, Ohio; and

WHEREAS, Council adopted and established a job classification plan for the various positions of employment maintained by the Village of Loudonville, with the passage of Ordinance No. 53-91; and

WHEREAS, the Council finds it in the best interests of the Village to amend the descriptions and qualifications of certain employment positions within the Loudonville Theatre;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF LOUDONVILLE, STATE OF OHIO:

SECTION 1. That the classification plan for the Village of Loudonville as previously adopted by Ordinance No. 53-91, and amended from time-to-time, is hereby amended with the amendment and/or inclusion of the classification descriptions for the positions of Theatre Director and Theatre Manager, which classifications are attached hereto collectively as Exhibit "A" and incorporated herein by reference, the same as if fully rewritten.

SECTION 2. That this Ordinance shall take effect and be in force at the earliest date allowed by law.

Dated: _____

Stephen Stricklen, Mayor

Attest:

Elaine Van Horn, Fiscal Officer

Approved:

Thomas R. Gilman, Village Solicitor

CLASSIFICATION SPECIFICATION
VILLAGE OF LOUDONVILLE
 An Equal Opportunity Employer

Exhibit A

TITLE: Theatre Director

CODE:

JOB RESPONSIBILITIES:

Perform other related duties as required.

Under general direction of Village Administrator, plans, directs and coordinates activities and events of the Ohio Theatre; supervises employees; assists Manager with routine maintenance and ordering of supplies and equipment; performs related administrative duties.

REQUIREMENTS:

QUALIFICATIONS:

Any combination of training and work experience in addition to job requirements which indicates possession of skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Knowledge of programming and direction of events related to the performing arts. Knowledge of general business principles and practises. Possession of valid and current Ashland County Health Department certification required to operate a Commercial Class 2 food service operation. Knowledge of computer and audio/visual equipment operation.

%	of time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (* indicates developed after employment.)
65		(1) Plans, directs and coordinates Theatre personnel and activities; develops and recommends policies, procedures and regulations; recruits, interviews and selects theatre staff; conducts staff training and orientation; prepares annual budget request. Prepares budgets for annual budget request; develops promotional plan and Theatre programs; recognizes potential resources to develop maximum community awareness; presents a positive image to patrons, event participants and the community at large; applies various advertising techniques to implement promotional plan. Maintains Theatre website and various social media outlets.	(1) Knowledge of (a) department goals and objectives, (b) theatre operations and management techniques and procedures, (c) employee training and development, (d) interviewing and selection techniques, (e) budgeting, (f) concessions/food service operation; ability to (g) deal with problems involving several variables in familiar context, (h) calculate fractions, decimals and percentages, (i) prepare meaningful, concise and accurate reports, (j) gather, collate and classify information, (k) establish effective work atmosphere as Theatre Director, (l) communicate effectively in verbal and written form.
15		(2) Performs related administrative duties; maintains record of all money collected; ensures daily deposits, receipts and invoices are delivered to Village Office or bank deposit box as appropriate; prepares year-ending inventory; responds to inquiries and complaints from general public; supports those who reserve the usage of the Theatre for performances and other rentals; follows the Village of Loudonville Policy and Procedure Manual. Performs other tasks designated or requested by the Village Administrator. Schedules with Village Administrator and/or Theatre Manager when unable to attend Theatre events. Reviews, approves and schedules Theatre usage requests.	(2) Knowledge of (a), (b), (c); ability to (g), (h), (i), (j), (k), (l), (q) tactfully respond to inquiries and complaints from general public.

Date Adopted: _____
 Date Revised: _____

CLASSIFICATION SPECIFICATION
VILLAGE OF LOUDONVILLE
 An Equal Opportunity Employer

TITLE: Theatre Director
 CODE:

% of time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (* indicates developed after employment.)
10	<p>(3) Assists Manager with routine inspection of Theatre and concession stand and assists with necessary functions prior to Theatre related events; orders cleaning supplies, additional necessary operational items and food for concession stand; ensures proper care and maintenance of all theatre equipment; ensures safety and cleanliness of Theatre; works effectively with the Council Parks and Building Committee and regularly attends meetings; takes appropriate disciplinary action with Theatre employees when warranted after notification of Village Administrator; immediately reports critical maintenance issues to the Village Administrator or Village Maintenance Department.</p>	<p>(3) Knowledge of (a), (b), (n) theatre equipment operation and care, (o) routine building maintenance; ability to (g), (i), (j), (k), (l), (p) demonstrate physical agility.</p>
10	<p>(4) Supervises theatre employees; schedules, assigns and reviews work, evaluates performance; recommends discipline with copy to Village Administrator, utilizing prescribed forms in the Village of Loudonville Personnel Handbook; receives and adjusts grievances with copy to Village Administrator; ensures that all policies, rules and regulations are enforced by the staff; assists employees with difficult or complex situations; assures that all employees have the necessary qualifications and certifications in accordance with State law to ensure public and employee health and safety. Provides copy of all certifications to be filed in Village Office. Assumes managerial responsibilities in the absence of a manager.</p>	<p>(4) Knowledge of (a), (b), (e), (f), (m) supervisory techniques and methods; ability to (g), (i), (j), (k), (l).</p>

CLASSIFICATION SPECIFICATION

VILLAGE OF LOUDONVILLE

An Equal Opportunity Employer

TITLE: Theatre Manager

CODE:

JOB RESPONSIBILITIES:

Under general direction of Theatre Director, supervises employees; performs routine maintenance and orders supplies and equipment; performs related administrative duties.

Perform other related duties as required.

REQUIREMENTS:

QUALIFICATIONS:

Any combination of training and work experience in addition to job requirements which indicates possession of skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Possession of valid and current Ashland County Health Department certification required to operate a Commercial Class 2 food service operation. Knowledge of computer and audio/visual equipment operation.

%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (* indicates developed after employment.)
60	(1) Routinely inspects Theatre and concession stand and performs necessary functions prior to Theatre related events; operates audio and visual projection equipment; orders cleaning supplies, and additional necessary operational items and food for concession stand; ensures proper care and maintenance of all theatre equipment; ensures safety and cleanliness of Theatre; takes appropriate disciplinary action with Theatre employees when warranted after notification of Theatre Director and/or Village Administrator; inventories or delegates inventory of concession items; verifies proper entry of advertised events on marquee; immediately reports critical maintenance issues to the Village Administrator or Village Maintenance Department.	(1) Knowledge of (a), (b), (n) theatre equipment operation and care, (o) routine building maintenance; ability to (g), (i), (j), (k), (l), (p) demonstrate physical agility.
20	(2) Supervises theatre employees; schedules, assigns and reviews work, evaluates performance; recommends discipline with copy to Theatre Director and/or Village Administrator, utilizing prescribed forms in the Village of Loudonville Personnel Handbook; receives and adjusts grievances with copy to Theatre Director and/or Village Administrator; ensures that all policies, rules and regulations are enforced by the staff; assists employees with difficult or complex situations. Provides copy of all certifications to be filed in Village Office.	(2) Knowledge of (a), (b), (e), (f), (m) supervisory techniques and methods; ability to (g), (i), (j), (k), (l).

Date Adopted: _____
Date Revised: _____

CLASSIFICATION SPECIFICATION
VILLAGE OF LOUDONVILLE
 An Equal Opportunity Employer

TITLE: Theatre Manager
 CODE:

% of time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (* indicates developed after employment)
10	<p>(3) Assists Theatre Director with the performance of related administrative duties; provides record of all money collected to Theatre Director; takes deposit, all receipts and invoices to Village Office or bank deposit box as appropriate; responds to inquiries and complaints from general public; supports those who reserve the usage of the Theatre for performances and other rentals; works to ensure the safety of participants and employees at all times; follows the Village of Loudonville Policy and Procedure Manual. Performs other tasks designated or requested by the Theatre Director and/or Village Administrator. Schedules with Theatre Director when unable to attend Theatre events.</p>	<p>(3) Knowledge of (a), (b), (e); ability to (g), (h), (i), (j), (k), (l), (q) tactfully respond to inquiries and complaints from general public.</p>
10	<p>(4) Assists Theatre Director in supervision of Theatre personnel and activities; develops and recommends policies, procedures and regulations; assists Theatre Director in interview and selection of theatre staff; conducts staff training and orientation; assists in preparation of annual budget request. Presents a positive image to patrons, event participants and the community at large.</p>	<p>(4) Knowledge of (a) department goals and objectives, (b) theatre operations and management techniques and procedures, (c) employee training and development, (d) interviewing and selection techniques, (e) budgeting, (f) concessions/food service operation; ability to (g) deal with problems involving several variables in familiar context, (h) calculate fractions, decimals and percentages, (i) prepare meaningful, concise and accurate reports, (j) gather, collate and classify information, (k) establish effective work atmosphere as manager of theatre, (l) communicate effectively in verbal and written form.</p>