



CITY OF LIMA, OHIO

CIVIL SERVICE BOARD

202 E. HIGH STREET – 2ND FLOOR
LIMA, OHIO 45801
PHONE: (419) 223-7271

04/09/2025

Lima City Council
50 Town Square
Lima, OH 45801

Re: PW Administrative Assistant Reclassification

Dear Council:

Please be advised that the Lima Civil Service Board, at April 3, 2025, regular meeting approved a request from the Human Resource Director to reclassify the Administrative Assistant position within the Public Works Department. The duties and functions of this position have, over time, increased to a higher-level classification.

The Board recommends to Council the following for the Administrative Assistant position in the Public Works Department:

1. Create the classification of PW – Office Manager in the Authorized Employment Positions, Section 246.09 Public Works.
2. Establish the pay grade for this classification at pay grade 17.
3. Appoint incumbent employee Ashley Blake to PW – Office Manager.

Sincerely,

Approved By:

Debra Vobbe
Civil Service Director/Secretary

Sharetta T. Smith, JD, MBA
Mayor