



# CITY OF LIMA, OHIO

## CIVIL SERVICE BOARD

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

06/07/2024

Lima City Council  
50 Town Square  
Lima, OH 45801

Re: Tax Supervisor Title Amendment

Dear Council:

Please be advised that the Lima Civil Service Board, at the June 6, 2024 regular meeting approved a request from the Human Resource Director to amend the classification title of TAXATION SUPERVISOR to TAX ADMINISTRATOR. The change will allow the City to be consistent with the tax ordinances and standard practice.

Attached is the amended classification specification and supporting documentation.

The Board recommends that Council amend the title in the Authorized Employment Positions; Section 246.08 Police Finance Department.

Sincerely,

Approved By:

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Debra Vobbe  
Civil Service Director/Secretary

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Sharetta T. Smith, JD, MBA  
Mayor