

FAIRFIELD TOWNSHIP
RESOLUTION NO. 21-80

**RESOLUTION AUTHORIZING THE APPOINTMENT OF ADMINISTRATIVE ASSISTANT
KAY HILVERT TO THE FAIRFIELD TOWNSHIP FIRE DEPARTMENT, AT AN HOURLY
RATE OF \$18.00 PER/HOUR, WITH A 12-MONTH PROBATIONARY PERIOD.**

WHEREAS: There is need for a full-time Administrative Assistant in the Fire Department and the Fire Chief recommends the hiring of Kay Hilvert to fulfill that need and contribute to the health, safety, and welfare of the residents of Fairfield Township; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby authorizes the Fire Chief to appoint full-time Administrative Assistant, Kay Hilvert, at an hourly rate of \$18.00, with a 12-month probationary period.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: May 26, 2021

Board of Trustees

Vote of Trustees

Susan Berding: <u>Susan Berding</u>	<u>yes</u>
Shannon Hartkemeyer: <u>Shannon Hartkemeyer</u>	<u>yes</u>
Joe McAbee: <u>Joe McAbee</u>	<u>yes</u>

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 26th day of May, 2021.

ATTEST:

Shelly Schultz
Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L.E. Barbieri
Lawrence E. Barbieri, Township Law Director

Kay Hilvert

6365 Holly Ln.
Hamilton, OH 45011

Home: (513) 785-7153
Cell: (513) 312-3393
dan.hilvert@cinci.rr.com

Summary

Extensive customer service experience in many different service industries, with an emphasis on insurance. Reliable team member that maintains focus on team goals.

Highlights

- Multi-tasking
- Verbal communication
- Active listening skills
- Problem solving
- Calm demeanor
- Strong organizational skills
- Recognizing and keeping confidential information
- Work ethic
- Team player
- Data entry
- Systems navigation

Accomplishments

- Quickly demonstrated the skill sets needed to do a variety of tasks well which led to different roles and responsibilities in the organization.
- Displayed superior communication skills that allowed me to assume a role of direct communication with agency customers during agency visits.
- Performed lead role in ensuring enrollment and proper coverage for entire nursing home staff through constant communication with both associates and corporate headquarters.
- Developed excellent organizational skills through the execution of my responsibilities related to on-boarding and training of new associates.

Experience

Human Resources Manager, 07/2014 — Current

Golden Years Nursing Center — Hamilton, OH

Payroll, initiation of new employees, benefits enrollment, tracking medical supply inventories, and various administrative tasks.

Add Set Team Member, 05/2010 — 07/2014

Kohl's — Hamilton, OH

Arranging displays, making sure items were appropriately priced, ensuring store orderliness and cleanliness.

Day Care Provider and Preschool Teacher, 05/2008 — 04/2010

Potter's House — Liberty Township, OH

Ensured that curriculum and nutritional requirements were met on a daily basis and maintained order in a stressful environment.

Commercial Lines Rater, 04/2005 — 01/2008

Cincinnati Financial — Liberty Township, OH

Accurate and timely rating of policies to provide underwriter assistance and ensure team service goals regarding turnaround times were met.

Various - Support Desk, Data Entry Operator, Personal Lines Typist, Personal Lines Rater, 08/1988 — 07/2003

Cincinnati Financial — Liberty Township, OH

Ensured customer satisfaction for both internal and external customers through application of organizational skills and attention to detail. Traveled to agencies to facilitate transfer of policies to our company.

Education