

**CITY OF OBERLIN JOB DESCRIPTION**  
**Clerk of Council**

<b>Title:</b> Clerk of Council	<b>Department:</b> Clerk of Council
<b>Supervisor:</b> City Council	<b>Positions Supervised:</b> Clerk of Council's Assistant (Part-time)
	<b>Civil Service Status:</b> Unclassified
<b>Status:</b> Full-time	<b>Exemption Category:</b> N/A
<b>FLSA Status:</b> Exempt	<b>Pay Grade:</b> Set by City Council
<b>Bargaining Unit:</b> N/A	<b>Schedule:</b> Regular business hours, some evenings and weekend hours, as needed.

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General Statement of Duties:**

Under the legislative direction from Council directs, manages, supervises, and coordinates the activities and operations of the Clerk of Council's office including preparation and recording of the activities and decisions of the City Council.

The Clerk of Council shall function with an appropriate degree of independence. He/she shall utilize sound professional judgment, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for his/her functional area. The Clerk of Council shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Clerk of Council shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability; and responsibility.

The duties and office of the Clerk of Council may be combined by ordinance with that of Treasurer or Finance Director.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

**Minimum Qualifications:**

Demonstrated comprehensive working knowledge of current operational principles and practices of the Clerk of Council's office. Requires a Bachelor's degree from an accredited college or university with specialization in Office Administration, Business Administration, Public Administration, Records

Management, or eight years of related work experience. Public sector work experience is preferred, but not required.

*An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.*

**Supervision Received**

Works under the supervision of City Council.

**Supervision Exercised:**

Supervises the part-time Clerk of Council's Assistant.

**Primary Job Duties:** *(Essential functions are identified by an "\*"; percentages indicated estimated amount of time spent on each duty area and may include ranges to accommodate variations in assignments)*

**Administrative (85%)**

- Maintains a record of Council Proceedings\*
- Attends agenda-setting meetings with City Manager, Law Director, Finance Director, President and Vice-President of Council. Assists in the preparation of the City Council agenda.\*
- Manages the preparation of all packets for meetings of Council. Ensures that agenda items and supporting documentation are provided in packets and that packets are delivered to Council members and Council appointees in a timely manner\*.
- Attends or sends designee to all Council meetings; records and transcribes minutes of those meetings in a timely manner.\*
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Selects, trains, motivates, and evaluates assigned personnel: provide or coordinate staff training; meets with staff to identify and resolve problems; work with personal staff to correct deficiencies.\*
- Oversees and participates in the development and administration of the Clerk of Council's office annual budget; participate in the forecast of funds needed for staffing, equipment, materials, supplies; monitor and approve expenditures; implements adjustments.
- Ensures accurate up-to-date filing of City ordinances, agreements, resolutions, and minutes of the City Council; sign and certify official City documents; publish said documents to the website.\*
- Serves as the liaison for the Clerk of Council's office with other departments, outside agencies and the general public.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to the Clerk of Council's office including municipal records management and agenda work flow technologies.
- Maintains relationships with professional associations and other agencies, boards, commissions, committees and organizations to further departmental objectives.
- Maintains file of historical deeds, easements, and agreements in accordance with department retention schedule.
- Assists the Law Director in the management of the annexation process for the City.
- Oversees annual codification process.\*
- Coordinates travel and training arrangements for Councilmembers.
- Serves as the Chair of the Records Commission.\*
- Assists the nominating committee with the recruitment process for members of City boards, committees and commissions; processes resignation and new appointments.\*
- Maintains on file conflict of interest forms in accordance with Ohio Ethics Commission guidelines.
- Responds to requests from State Auditor's office on annual basis.

- Interfaces with the public: Responds to public inquiries, and provides assistance in the use of public records, and works with personal staff to ensure high performance and customer service.\*
- Sets up Council Chambers for Council meetings.
- Administrates the liquor permit appeals process on behalf of City Council.
- Publishes meeting dates for all boards, committees and commissions in accordance with Ohio Sunshine Law.
- Seeks certification as a municipal clerk. To continue with on-going education through the International Institute of Municipal Clerks Association's certification process.
- Works with Council President to establish guidelines for criteria for the presentation of proclamations to Council.
- Maintains official copy of boards' and commissions' agendas, minutes and annual reports in accordance with City Charter.\*
- Manages and maintains records for City Council and Clerk of Council's office. Disposes of records in accordance with approved record retention schedules.\*
- Maintains a filing system of Record Retention Schedules for all City offices and provides information to key personnel with regards to changes to public records laws in the State of Ohio.\*
- Serves as liaison to historical and archival preservation associations at the State level.\*
- Oversees automated agenda packet work flow process and provides cross departmental training using current agenda software.\*
- Performs related duties as assigned by Council or as required by ordinance or resolution.

#### **Supervision (15%)**

- Responsible for continuous assessing and training of the Clerk of Council's assistant and interns who work periodically during record retention/disposal process.
- Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.
- Assists with all major employment actions for department, including recruiting, hiring, transfer, evaluation, promotion, appointment, termination, discipline and recognition of personnel.

#### **Required Knowledge, Skills and Abilities:**

- Knowledge of operational characteristics, services, and activities of a Clerk of Council's Office.
- Knowledge of municipal administrative methods and procedures, organizations, and functions.
- Knowledge of supervision, training, and performance evaluation.
- Research techniques, sources and availability of information, methods and principles of report presentation.
- Understanding of principles and practices of administrative management.
- Knowledge of principles and practices of business correspondence.
- Knowledge of English Language: the structure and content of the English language, including the meaning of words and grammar.
- Understanding of principles and practices of municipal budget preparation and administration.
- Knowledge of pertinent federal, state, and local laws, codes, rules, and regulations related to the responsibilities of a Clerk of Council.
- Knowledge of Parliamentary procedures.
- Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to oversee, direct, and coordinate the work of staff members.
- Participate in the development and administration of department and City Council goals, objectives, and procedures.
- Prepare and administer department budget.

- Prepare clear and concise administrative reports.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Identify and respond to community, City Council, and employee issues, concerns, and needs.
- Identify and apply federal, state, and local policies, laws and regulations.
- Attend evening or weekend meetings as required.

**Licenses and/or Certifications:**

Incumbent must be willing to attain appropriate professional certifications. Examples of such certifications include Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC). Notary Public Commission preferred. Required to have a valid Ohio driver's license.

**Work Environment:**

Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and/or training.

**Physical Demands:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push and/or pull light to moderate amounts of weight (approximately 20lbs); to operate office equipment, requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations and to verbally communicate to exchange information.

**Visual:**

See in normal range with or without correction.

**Hearing:**

Hear in the normal audio range with or without correction.

**Accommodations:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential tasks.

**Material and Equipment Used:**

Personal computer, printer, general office equipment, typewriter, calculator, dictionary, personnel policy manual, codified ordinance, telephone, mobile phone, IPAD, copier machine, scanner, fax machine, label writers, card scan, foot pedal, automated agenda software, integrated systems recording device.

**Work Situation Factors:**

Position requires competing demands; may require occasional work beyond normal business hours.

Kristina K. Johnson 1-7-16  
Employee Signature/Date

Loraine D. Smith 1-7-16  
Supervisor Signature/Date

Ronald Watson 1-7-16  
Human Resources Signature/Date

[Signature] 1-7-16  
Law Director Signature/Date

\_\_\_\_\_  
Appointing Authority Signature/Date

Reviewed by Civil Service Com. N/A  
Reviewed by City Council: 1-7-16