

**CITY OF NORTH OLMSTED
CLERK OF COUNCIL**

The City of North Olmsted City Council is seeking a Full Time Clerk of Council. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department by January 28, 2022.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Oversees and coordinates the functions of the City Council; responsible for processing legislation throughout the Council process; attends Council meetings and prepares minutes; prepares and formats legislation for presentation at Council meetings; etc.

QUALIFICATIONS: An example of acceptable qualifications:

High School or GED equivalent supplemented by coursework in business or secretarial science, computer applications utilization and sufficiently responsible clerical office experience; or an equivalent combination of related education and experience; proficiency in Microsoft Office particularly Word, Outlook and Excel; responsible to use Munis software as required for departmental functioning. Prefer a Bachelor's Degree and experience working in a government or business office.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Certified Municipal Clerk designation preferred; knowledgeable in the area of Public Records Law and Public Meetings Law, particularly Ohio Revised Code §149.43 and §121.22, respectively. Must possess a valid Ohio Driver's License and maintain insurability under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computer, telephone, copy machine, facsimile machine, calculator, typewriter.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may occasionally experience hostility from the general public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Supervises and oversees the City Council office for City Council; serves as liaison between City Council and the Mayor's Office, other City staff, other governmental bodies, the media and the public; attends all regular and special Council meetings, Public Hearings; etc.; responsible for processing legislation throughout entire process.
2. Coordinates scheduling of meetings and hearings; prepares, publicizes and posts all notices regarding Council matters; coordinates with the Law Director and oversees the preparation of agenda and packets for all Council meetings, committee meetings, Public Hearings, etc.
3. Attends and records the proceedings of regular and special Council meetings and Public Hearings; transcribes audio recordings and prepares and submits minutes of Council meetings.
4. Maintains an accurate and complete record of Council proceedings and maintains custody of all laws, ordinances, resolutions, and other official documents of Council in electronic and print form consistent with the City of North Olmsted records retention policy and schedule; assists Codifier in maintenance of current Codified Ordinances in electronic and print form; affixes signature to laws, ordinances and resolutions of Council in order to authenticate.
5. Provide new Council members with orientation including training and direction with regard to the legislative process, Codified Ordinances and public records and open meetings laws; acts as Council's designee for Ohio's Public Records and Open Meetings Laws; assist the President of Council and President of Council Pro-Tempore with the Order of Business for all Council meetings.
6. Assists the Charter Review Commission and oversees and coordinates scheduling of meetings and preparation of agenda packets; publicizes and posts notices of all Charter Review Commission meetings; responsible for coordinating with the Board of Elections and submitting Charter amendments and changes to be placed on the ballot before the Electorate.

7. Processes liquor permits; provides Notary services; manages city cemetery deeds.
8. Performs other clerical tasks in order to ensure efficient operation of the office (receives and responds to inquiries; prepares and submits legal advertisements and notices; prepares letters, memoranda, reports, and other documentation; maintains current Council information on the city's website; ensures maintenance of office equipment; orders office supplies; etc.
9. Maintains and increases knowledge, skills and abilities through attendance at meetings, municipal Clerks' trainings, etc. (required to maintain Certified Municipal Clerk status).
10. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
11. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City goals and objectives;* Council policies and procedures;* City policies and procedures;* municipal legislative process;* records preparation and management; laws, ordinances and regulations governing the activities of City Council under the Ohio public records and open meetings (Sunshine) laws and Roberts Rules of Order;* office practices and procedures; English grammar and spelling; Microsoft Office products.

Skill in: computer operation; typing; transcription; word processing and use of spreadsheet computer programs; use of modern office equipment.

Ability to: carry out instructions in written, oral or picture form; deal with many variables and determine specific action; comprehend books, manuals, ordinances, Ohio Revised Code, maps, etc.; prepare letters, memorandums, correspondence and other job related documents with proper formatting, punctuation, grammar, etc.; prepare accurate documentation; compile and prepare reports; communicate effectively; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; maintain confidential information.

Starting Salary Range

\$42,865.42 annual - \$69,612.40 annual