

JOB TITLE: COUNCIL CLERK

REPORTS TO: PRESIDENT OF COUNCIL

Job purpose:

The Council Clerk is accountable to the President of Council and Vice President of Council and serves as a liaison between Council, Mayor and Administrative Staff.

The Clerk of Council is appointed by the Members of Council; attends all Council meetings and keeps a record of all the proceedings; signs and attests all ordinances, resolutions, or other acts of the Council and is the custodian of all official records of the legislative branch. The Clerk, therefore, is responsible for the preservation of the official actions of the governing body through the journals of Council, ordinances and resolutions.

The Clerk of Council shall perform the duties required by the Charter, those duties outlined in the Codified Ordinances, the Policies of Council and such further duties as assigned by Council.

The Clerk of Council shall perform all duties required at the Clerk's Office during a calendar week. President of Council shall authorize the work and hours of the Clerk of Council. Vice President of Council shall authorize said work hours of the Clerk of Council if the President of Council is unavailable.

Duties and responsibilities:

- Give notice of and attend all meetings of Council in which he/she shall enter the votes, by roll call, of each Councilman upon any Ordinance, Resolution or Motion.
- Assist Council in the fulfillment of Section 3.31 of the Charter of the City by the preparation of legislation required in order that Council can perform their duty in enacting any and all legislation deemed necessary for the preservation of the safety and welfare of the community and provide for the orderly and desirable growth of the community for the efficient and orderly operation of the local government.
- Assist Council in the fulfillment of Section 3.35 of the Charter of the City in the instruction of new members of Council with regard to their powers and duties and present each such member a copy of the Charter, of the Ordinances of the Municipality, the Rules of Council and such other materials as they may deem necessary to assist the new members in carrying out their responsibilities in an informed manner.
- Assist Council in complying with Section 107.08 of the Administrative Code by providing that the minutes of a regular or special meeting of any such municipal body shall be promptly recorded and open to public inspection.
- Assist the Members of Council by attending as their designee, the Attorney General's mandatory HB9 Public Records Training required every elected term.

- Assist Council in the fulfillment of the Ohio's Open Meetings Law, Section 121.22 of the Revised Code requiring all public bodies to take official action and to conduct all deliberations upon official business only in open meeting format, unless specifically excepted by law, by the preparation and serving of legal and public notices.
- Assist Council in the fulfillment of public records requests in accordance with the Ohio Public Records Act.
- Assist in keeping the Members of Council informed through the processing of and the distribution of correspondence, notices, invitations, etc.
- Serve as the custodian of all official records of the legislative branch and, therefore, shall be responsible for the preservation of the official actions of the governing body through the journals of Council, ordinances, and resolutions.
- Provide certification of all permanent records of Council.
- Perform other duties as required by Charter and/or under the direction of the President of Council, Vice President of Council when required, or other Members of Council.

Qualifications:

- Local government experience: knowledge of principles, practices and techniques of public administration, city government and city policies.
- Understanding statutes, rules and regulations.
- Record Management/Organizational Skills.
- Research methods and report composition.
- Demonstrate ability to self-supervise and follow through on detail projects.
- Strong communication skills, interpersonal relation skills and comfortable in dealing with the public.
- Flexible/variable work schedule.

Direct reports:

None

This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities.

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours' notice to the Civil Service Commission in order to have the request fulfilled.

Approved by:

Date Approved: