



CITY OF HILLIARD
 CLASSIFICATION DESCRIPTION
 CLERK OF COUNCIL

FLSA Status: Exempt (Executive)
Service Type: Appointed Position
Probationary Period: None

Nature of Work – General Description

“There shall be a Clerk of Council, appointed by the Council from outside its membership, to serve at the pleasure of Council. The Clerk of Council shall be appointed for a two-year term at the first organizational meeting following each municipal election. The Clerk of Council shall give notice of Council meetings, keep the journal, advertise public hearings, record in a separate book and cause to be published ordinances adopted by the Council, and perform such other duties as may be required by this Charter, or by ordinance, or by the rules of the Council. The Clerk of Council may be appointed to serve full-time or part-time and the Council may assign the duties of Clerk of Council to any employee of the City as an additional duty. The Clerk of Council shall receive a salary, as established by the Council. The Council may appoint such other persons as it deems necessary for the proper discharge of its duties.” (City Charter Article II, Section 2.13)

Essential Functions of Work

(May not include all duties performed.)

Gives notice of City Council and committees of council meetings, public hearings, and special meetings.

Prepares and distributes agendas for City Council and committees of council meetings.

Researches and assists with the preparation of legislation.

Prepares and delivers City Council and committees of council packets.

Attends City Council and committee of council meetings and oversee the recordation of those proceedings.

Prepares and distributes minutes of City Council and committees of council meetings.

Publishes ordinances adopted by City Council in monthly bulletin and in accordance with the City Charter.

Essential Functions of Work (Continued)

Codifies city ordinances, including coordinates monthly updates with the codification company and proofs pilot copy prior to publishing and distribution.

Processes requests for referendum petitions and ensures verification of names against official voter registration lists.

Custodian of all City Council and committees of council records and makes records available for public inspection and audits. Oversees and coordinates responses for public record requests.

Monitors the office budget for City Council and assists with the annual budget process.

Accepts communications for the Council, directing them to the proper channels or responding to questions and calls directly regarding ordinances, municipal practice, and Council actions.

Attends meetings and community events on behalf of City Council.

Liaison between City Council and City Administration.

Serves as ex-officio City Clerk.

Performs such other statutory duties as may be required by ordinance, the City Charter, or by the City Council.

This job description does not list all the duties to be performed in this classification and may be changed at the discretion of the city at any time.

Minimum Qualifications

High School diploma or GED.

Associate degree in Business, Paralegal studies, or related field.

Four years of experience in a related field (such as legal secretary, administrative assistant) or Municipal Clerk Certification (CMC) may be substituted for an Associate degree.

Certified Ohio Notary Public

Knowledge of Roberts Rules of Order and Ohio Sunshine laws.

Any combination of education, training, and experience, which provides the required advanced knowledge, skills and abilities to perform the essential functions of the job.

Knowledge, Skills and Abilities

Ability to maintain confidentiality.

Ability to prioritize, work independently, and deal with a wide range of subjects simultaneously.

Excellent verbal communication skills, including the ability to speak and read in public.

Ability to compose correspondence, proclamations, and draft legislation.

Ability to develop and maintain working relationships with public officials, city staff and the public.

Ability to effectively supervise.

Ability to answer questions and deal courteously and tactfully with public officials, city staff and the public.

Ability to analyze and resolve complaints and to be able to communicate with the complainant in a courteous and professional manner.

Advanced knowledge in the operation of computers, printers, copiers, recording/transcription equipment, and other standard office equipment.

Advanced knowledge in the use of office software such as email, word processing, spreadsheets, database, graphics and desktop publishing.

General knowledge of standard research resources and techniques.

Physical Requirements

Must be physically able to operate a motor vehicle.

Must be physically capable of sitting, standing, reaching, twisting, bending, walking, lifting and kneeling in order to perform the essential job functions.

Must maintain visual acuity and hearing necessary to perform job functions.

Ability to occasionally lift and/or move up to 30 pounds.

Must be physically capable of successfully performing the essential job functions of the job classification with or without reasonable accommodations, and be free of medical conditions that would preclude one from successfully performing said functions or that would pose a direct threat to the health or safety of oneself or others.

Other Requirements

Possession of a valid State of Ohio Driver's license with an acceptable driving record.

A background free of prior felony convictions.

Regular and punctual attendance is regarded as an essential requirement of this classification.

Be with compliant training directives established by supervisory and management personnel.

Adherence to all applicable Federal and State safety laws, rules, and regulations and City safety policies and procedures.