

CITY OF AVON
CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer
(Exhibit A to Ord. 41-16)

Classification Title:	Clerk of Council	Civil Service Status:	Unclassified
Department:	City Council	FLSA Status:	Non-Covered
Immediate Supervisor:	Council President	Bargaining Unit Status:	Excluded
Employment Status:	Full-Time		

JOB RESPONSIBILITIES:

Performs other related duties as required

Under direction, maintains the records of ordinances and resolutions passed by Council; prepares agendas and packets for Council meetings; attends and records the proceedings of Council meetings; plans, directs, and implements the activities and operations of the Council Office; performs other clerical tasks in order to ensure the efficient operation of the Council Office.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Completion of secondary education (high school or GED), supplemented by courses in typing, computer operations, and office practices and procedures; proficiency in Microsoft Office particularly Word, Outlook, and Excel; plus at least three (3) years of experience working in a government or business office; or equivalent combination of training education or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

**LICENSE, CERTIFICATE, OR
REGISTRATION 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.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

In conjunction with the Council President, plans, directs, and implements activities and operations of the Council Office; serves as liaison between Council and the Mayor's Office, other City staff, other governmental bodies, and the public.

Coordinates scheduling of meetings and hearings; prepares and publicizes notices of Council meetings (regular, special, emergency, work session, committees of Council), public hearings, and other Council meetings.

Coordinates with the Law Director and prepares agendas for scheduled Council meetings and oversees the preparation of packets for Council meetings and work sessions.

Classification Title: Clerk of Council

Date Adopted: _____

Developed by Clemans, Nelson & Associates, Inc.

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Attends and records the proceedings of regular and special meetings of Council and work session meetings; schedules public meetings before Council and committees and assumes responsibility for the preparation and publication of the notification of public hearings.

Transcribes audio recordings and prepares and submits minutes of Council and committee meetings.

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 Avon records retention policy and schedule; (publishes, file, indexes, and cross-references); 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.

Performs other clerical tasks in order to ensure efficient operation of office (receives and responds to inquiries; prepares and submits legal advertisements and public hearing notices; prepares letters, memoranda, reports, and other documentation; maintains current Council information on City's website; ensures maintenance of office equipment; orders office supplies; etc.).

Maintains and increases knowledge and skills through attendance at meetings, municipal Clerks' trainings and certain conferences. (requirements to attain CMC status)

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment).

Knowledge of: Council policies and procedures;* City policy and procedures;* government structure and process;* 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, records management.

Skill in: typing; computer operation; transcription; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; prepare accurate documentation; gather, collate, and classify information; develop and maintain effective working relationships; communicate effectively; maintain records according to established procedures.

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