

CITY OF NORTH RIDGEVILLE

OFFICE OF THE CLERK OF COUNCIL
Nancy Linden, Clerk of Council
Tara L. Peet, MMC, Assistant Clerk of Council

HIRING POSITION	DEPUTY CLERK OF COUNCIL
SALARY	\$43,713.21 – \$54,212.90
DEPARTMENT	Council
JOB TYPE	Open, Non-exempt, unclassified Civil Service
OPENING DATE	10/11/2018
FILING DEADLINE	10/26/2018 3:00 p.m.
EMPLOYMENT TYPE	Permanent/Full-time (40 hours/week) 8:30 a.m. – 4:30 p.m. and evening meetings 3 evenings a month and as needed
WORK LOCATION	7307 Avon Belden Road, North Ridgeville, Ohio
ADDITIONAL FORMS REQUIRED	North Ridgeville Employment Application Form, Cover Letter, Resume & Three Professional References http://www.nridgeville.org/Downloads/Employment_App_Fillable.pdf

GENERAL ROLE OF DEPUTY CLERK OF COUNCIL

To perform responsible and specialized administrative and clerical duties in support of the Assistant Clerk of Council and to act as the Recording Secretary for the Planning Commission, Board of Zoning and Building Appeals and the Civil Service Commission.

SUPERVISION

Reports to and receives general supervision from the Assistant Clerk of Council.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Perform a variety of responsible clerical and administrative duties in a timely, detail-oriented manner for the Board of Zoning and Building Appeals, Planning Commission and Civil Service Commission.
- Create meeting minutes from Board and Commission meetings and public hearings.
- Prepare and word process a variety of documents to include correspondence, reports, memoranda, forms, and charts for presentation to the Board of Zoning and Building Appeals, Planning Commission and Civil Service Commission; proofread for accuracy, correct form, content, spelling, and proper English usage.
- Schedule and arrange for work sessions and special meetings as need.
- Prepare copies, gather requested materials and research items as requested.
- Act as an information source for inquiries regarding Board and Commission meeting standards and procedures; refer more complex and/or sensitive concerns to appropriate resource.
- Maintain and monitor records, files and dockets for the Boards and Commissions; follow up on due dates; and perform other monitoring functions to ensure timely completion.
- Provide support to City Council and cover necessary Council and/or Council Committee meetings in the absence of the Assistant Clerk of Council, as needed.
- Build and cultivate positive working relationships with co-workers, Board and Commission members and residents of the municipality.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

It is the responsibility of applicant to identify in their application materials how they meet the minimum qualifications listed below.

Experience: A minimum of four years of responsible experience performing duties similar to a Board/Commission Clerk in an Ohio municipality.

Education: Bachelor's Degree preferred.

License or Certificate: A valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Proper English usage, spelling, grammar and punctuation.
- Modern office methods, to include Microsoft Word and Excel.
- Principles and practices of taking meeting minutes.
- Excellent customer service and communication skills.
- Extreme priority to detail and pride in the product of the word completed.
- Familiarity with the By-laws and Rules for the City's Board of Zoning and Building Appeals, Planning Commission and Civil Service Commission.
- Familiarity with pertinent local, state, and federal rules, regulations and laws, including the Ohio Sunshine Laws and Roberts Rules of Order.

Ability to:

- On a continuous basis, sit at desk or in meetings for long periods of time.
- Be able to take direction and work independently with minimal supervision.
- Attend a minimum of three evening meetings a month and as needed.
- Understand and carry out a variety of both oral and written instructions in an independent manner.
- Learn to understand and accurately explain By-laws and Rules.
- Prioritize work in an effective and timely manner to meet all necessary deadlines.
- Learn to apply pertinent local, state, and federal rules, regulations and laws, including the Ohio Sunshine Laws and Roberts Rules of Order.
- Type accurately from clear copy at a speed of not less than 75 words per minute.
- Establish and maintain effective working relationships with those contacted in the course of work.

EQUAL OPPORTUNITY EMPLOYER

Thank you for your interest in employment with the City of North Ridgeville. North Ridgeville is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of North Ridgeville that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender, sexual orientation, race, color, ancestry, religion, national origin, physical disability, mental disability, medical condition, age, marital status, military and/or veteran status, sex, or any other classification protected by federal, state, or local law.

BENEFITS

It is advisable that applicants inquire as to the most current benefit package during hiring interviews or by contacting Tara Peet, MMC, Assistant Clerk of Council.

HOW TO APPLY/CONDITION OF EMPLOYMENT

Please email the employment application found on the City's website, cover letter, resume and three professional references to Tara Peet, MMC, Assistant Clerk of Council at tpeet@nridgeville.org. The filing deadline is Friday, October 26, 2018 at 3:00 p.m.

Prior to the date of hire, applicants must undergo a drug screening and background investigation.