

CITY OF NORTH RIDGEVILLE

An Equal Opportunity Employer

Position Description

Ordinance No. 5596-2018

Department: Council
Reports to: Clerk of Council
FLSA Status: Exempt

Position Title: Assistant Clerk of Council
Employment Status: Full-time
Civil Service Status: Unclassified

This position assists City Council and supervises the day to day operations of the office. This position acts as a liaison between City Council, the City Administration and the general public.

QUALIFICATIONS

- A Bachelor's degree from an accredited college or university in public administration, business administration, political science, public relations or related field **and** a minimum of five (5) years of experience in an administrative position in a government/legal field;
or
- Five (5) years' experience as a City Clerk of Council/Assistant Clerk of Council.
- Certified Municipal Clerk designation preferred or shall be attained within three (3) years of employment in this position.

DUTIES AND REQUIREMENTS

- Possess the ability to develop and maintain effective working relationships; maintain confidentiality; communicate with the general public, Council members, Administration officials and City employees; and to diplomatically handle stressful situations that inevitably arise in public sector work.
- Ability to work flexible hours and to attend evening and/or weekend meetings as required.
- Possess a working knowledge of Microsoft Office, Onbase and modern office equipment.
- Create and maintain accurate records of all Council activities and decisions in accordance with applicable laws.
- Prepare Council materials to include preparation of agendas, legislation, reports, proceedings (docket) and correspondence.
- Supervise the day to day operations of the Clerk of Council's office.
- Give required notices of all regular, special and committee meetings of Council.
- Ensure that the requirements of law, by-laws, and Roberts Rules of Order are met with respect to actions of Council on all legislation.
- Responsible for the posting, publishing and mailing of all notices and legislation and the advertisement of legal notices as directed by the Charter and ordinances.
- Preparation, distribution and preservation of the minutes of all open meetings of Council and its committees.
- Create and publish a legislative bulletin to be posted to the City website.
- Coordinate the codification of legislation and distribute as appropriate.

- Certify all enacted legislation as requested; notes, ballot issues and appropriation ordinances to the Lorain County Auditor; and proposed Charter amendments and ballot issues to the Lorain County Board of Elections and to the Secretary of State.
- Act as Secretary to the Tax Abatement Review Board.
- With respect to all boards, commissions, and committees - supervise maintenance of membership rosters, reports of member vacancies to the appointing authority, and maintenance of records of meetings with related reports.
- Create and maintain the annual appropriations and budget for City Council, Council Clerk and all boards and commissions.
- With respect to municipal debt; under the direction of the City's bond counsel, assemble and archive transcripts of all official actions related thereto. Also assures proper legislation is directed to the Board of Elections, County Auditor and Secretary of State at the direction of bond counsel.
- Consistent knowledge with pending federal and state legislation which might impact the City, the Council and its operations, or the operations of the Clerk of Council's office.
- Administrator of the government access channel to include orchestrating the software updates and the posting and publishing of City related business.
- Create and administer orientation for new City Council members.
- Supervise the employee(s) of the Clerk of Council's office in the performance of the duties and work assigned to and performed by the office.
- Process PCD, SDD, Rezoning and Street Vacation applications; applications for placement of farmland in an agricultural district; and other applications as specified by City ordinances and applicable state law.
- Supervise the provision of administrative and recording secretary services to the Planning Commission, the Board of Zoning and Building Appeals, the Civil Service Commission and the Tax Abatement Review Board.
- Act as the City's Records Manager and Record's Commission Secretary.
- Upload and index all City Council meeting materials and permanent signed documents in Onbase.
- Maintain and create a permanent record of the purchase, deeds and burials in all three City-owned cemeteries.
- Coordinate the administration of liquor permits and filings with the Department of Liquor Control.