

CITY OF BARBERTON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Clerk of Council

Name of Incumbent:

Civil Service Status: Unclassified
Employment Status: Part-Time
FLSA Status: Non-Exempt

Department: Council
Reports to: President of Council
Pay Grade: 4

JOB SUMMARY:

Keeps official records of all City Council proceedings; performs administrative and secretarial tasks in order to ensure the efficient operation of Council.

QUALIFICATIONS:

Completion of secondary education (high school or GED), supplemented by general business, computer and secretarial courses, plus three (3) years secretarial experience, or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None. (May be required to become a Certified Municipal Clerk if adopted by legislature).

Valid State of Ohio Driver's License, plus ability to qualify for and remain insurable under the City's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: City policies and procedures *; municipal related laws and regulations*, city government structure and process, business English, spelling grammar, modern business office practices and procedures.

Skill in: Operation of modern office equipment, including printers, scanners, copiers; Microsoft 365, including Word, Excel, PowerPoint, and Outlook for document preparation, data management, presentations, and professional communication; Adobe applications for document viewing, editing, and file management.

Ability to: Communicate effectively, follow detailed instructions; prepare and maintain accurate documentation; work independently or with others; develop and maintain working relationships with co-workers, Council and general public.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Keep official records of all City Council proceedings including composing and preparing correspondence, calendars, agendas, minutes, etc.
2. Maintains files and records.
3. Attends City Council Meetings.

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4. Coordinates computerization of Council matters including indexing meeting minutes on Folio system.
5. Coordinates and administers all statutory requirements (i.e. certification of notes to the Auditor, special meeting notices, assessment notification, charter amendment, etc.).
6. Performs administrative and clerical tasks in order to provide assistance to Council.
7. Demonstrates regular and predictable attendance.
8. Performs other related duties.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Approval of Appointing Authority

Date

Employee Signature

Date