



City of Powell Position Description

Position Title: City Clerk
FLSA Status: Exempt
Reports to: City Manager
Employment Type: Full-time

Pay Grade: D
Civil Service Type: Unclassified
Revision Date: July 2021

Nature of Work – General Description:

This position works under the direction of the City Manager. The Clerk prepares and maintains the City's legislative actions and proceedings, assures compliance with open meeting and public record laws, and provides administrative support to the City Council. Candidates must have a combination of education and experience that provides them with the knowledge, skills and abilities necessary for the position.

Essential Functions of Work:

(May not include all duties performed)

- Schedule, set up and attend evening meetings of City Council, and other boards and commissions as requested; take minutes of proceedings; transcribe minutes and submit them for approval.
- Prepare and distribute information packets to board and commission members; enlist the support of other staff members in packet preparation; draft and assemble information required for agenda items and packets; prepare and publish all public meeting agendas. Correspond with board and commission members to schedule additional meetings and verify attendance.
- Draft and format Council legislation: ordinances, resolutions and other documents.
- Prepare notification for all documents as required by Charter; publish and maintain public notices as required.
- Post all board and commission agendas, minutes and documents to the City's website. Maintain legislation archive on website and electronic document management system.
- Receive and monitor correspondence for the Mayor and City Council. Schedule appointments for marriage ceremonies; provide information and serve as liaison between the Mayor and the public when needed.
- Supervise public records for the City; receive and fulfill requests from the public, document all processes and serve as Council's representative regarding public record/open meeting training.
- Monitor, update and implement Record Schedule; monitor retention and schedule destruction of public records for all departments. Provide training to Staff. Maintain accurate records in regard to City records.
- Serve as Administrator for electronic document management software for the City; oversee document preparation for scanning, review scans for accuracy and load records into document system. Supervise temporary support staff and contract vendors for scanning and preparation of records.
- Prepare annual budget for City Council/Clerk department; receive and compare quotes and make recommendations as required. Prepare requisitions and financial records for departmental purchases.
- Accept all filings for annexations, initiative petitions and referendum petitions. Follow proper procedures for filings and monitor process. Maintain and follow legal timelines.
- Supervise management of all community meeting room rentals; monitor policies and recommend changes to City Manager and City Council. Serve as representative to the public in regard to correspondence, special rules, uses and fees.

- Receive and submit requests for property disposal for all City departments. Inventory, prepare and photograph equipment and submit property to online government auction service. Serve as liaison to the public, receive payments and authorize release of equipment to buyers.
- Follow safe working practices and procedures.
- Perform related work as required or as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the functions, laws, rules, regulations and policies of municipal government, particularly those of the City of Powell, or the ability to acquire such knowledge during a reasonable period of training.
- Knowledge of municipal issues sufficient to comprehend and summarize the essential elements and the ability to exercise mature judgment in the handling of Council relations and the Council's relations with the public.
- Skill in determining the important and essential elements in a public discussion, so as to reformulate discussion in minutes to resemble closely what actually took place at the meeting.
- Ability to maintain a highly prioritized and organized office without outside instruction.
- Ability to communicate effectively orally and in writing.
- Considerable knowledge of standard office procedure and practices and the use and maintaining of reports, records, and files.
- Considerable knowledge of the operation and care of standard office equipment, machines and the office computer. Knowledge of specific software programs.
- Accurate typing skills and ability to proofread work.
- Knowledge of municipal government, procedures, rules, and regulations.
- Ability to establish and maintain effective working relationships with other employees and the general public, and to effectively and discreetly convey information.
- Ability to communicate with the public tactfully and courteously.
- Ability to attend work in a consistent, dependable and prompt manner.

Minimum Qualifications:

- **Education.** High School diploma or equivalents supplemented by additional training or education in business administration or office management.
- **Experience.** Experience as a municipal clerk/deputy clerk or considerable clerical experience at the executive level including experience in municipal government. Advanced experience with various software programs such as Microsoft Office Word, Outlook, Excel and Publisher, and Adobe Acrobat Professional. Experience in electronic material consolidation, government software and publishing documents to website applications.
- **Licensure or Certification Requirements.** Certification as a Certified Municipal Clerk (CMC) through the IIMC or the ability to obtain certification as directed by City Council. Certification as a notary public or the ability to obtain certification.
- **Other.** Valid driver's license, State of Ohio; ability to be insured by City's insurance and provide own mode of transportation.

Working Environment and Conditions:

- Regularly exerting up to 35 pounds of force to lift, carry, push, pulling or otherwise move objects. Occasionally, exerting over 35 pounds.
- Sitting most of the time, but also walking or standing for periods of time. Extended periods of sitting and typing required during public meetings.
- Availability to regularly attend evening meetings as scheduled. Ability to drive at night.