

CITY OF PARMA HEIGHTS CLERK OF COUNCIL

Parma Heights City Council is seeking a Part-Time Clerk of Council. The starting salary and job description are listed below. Qualified candidates may mail or email their cover letter and resume by [Friday, March 19, 2021](#) to:

**City of Parma Heights
Council Office
6281 Pearl Road
Parma Heights, Ohio 44130**

e-mail: mgallo@parmaheights.us

Starting Salary Range

\$18/hour - \$25/hour

Salary is commensurate with experience

Hours of Work

Twenty-five to thirty hours per week with minimal hours during the months of July and August. Schedule can be flexible, and hours while Council is “in session” may increase based on need. Schedule requires attendance at evening meetings.

Reporting Structure for Clerk of Council

Department Director/Administrator: Council President

First-level Supervisor: Council President Pro-Tempore

Work Coordinator: City Council

Coordinates Work of: Assistant Clerk of City Council

GENERAL DESCRIPTION:

Administers the City Council office for four Ward Council members and three at-Large Council members. Maintains a fiduciary relationship with all members of City Council. Prioritize, create, disseminate and keep record of Council’s proceedings, Planning Commission’s proceedings and Charter Review Commission proceedings in a timely manner. Authenticate all records, documents and instruments of the City as required by law.

QUALIFICATIONS:

High School Diploma. Post-high school coursework in secretarial studies or office administration. Four-year Bachelor’s Degree preferred. Certified Municipal Clerk Certification preferred. At least three year’s work experience performing a substantial range of administrative duties.

LICENSURE OR CERTIFICATION REQUIREMENTS: (can be developed during employment)

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. Must possess a valid Ohio Driver's License and maintain insurability under the City's vehicle insurance policy. Public Notary.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive: Computer, telephone, recording and transcribing equipment, copy machine, facsimile machine, calculator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may occasionally experience hostility from the general public. Occasional bending, standing, walking, climbing stairs and lifting weight (2 to 20 pounds).

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Supervises and oversees the City Council office for City Council; serves as liaison between City Council and the Mayor's Office, other City staff, other governmental bodies, the media and the public; attends all regular and special Council meetings, Public Hearings; etc.; responsible for processing legislation throughout entire process.
2. Coordinates scheduling of meetings and hearings; prepares, publicizes and posts all notices regarding Council matters; coordinates with the Law Director and oversees the preparation of agenda and packets for all Council meetings, committee meetings, Public Hearings, etc.
3. Attends and records the proceedings of regular and special Council meetings and Public Hearings; transcribes audio recordings and prepares and submits minutes of Council meetings.
4. 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 Parma Heights records retention policy and schedule; 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.
5. Provide new Council members with orientation including training and direction with regard to the legislative process, Codified Ordinances and public records and open meetings laws; acts as Council's designee for Ohio's Public Records and Open Meetings Laws; assist the President of Council and President of Council Pro-Tempore with the Order of Business for all Council meetings.

6. Assists the Planning Commission and Charter Review Commission, and oversees and coordinates scheduling of meetings and preparation of agenda packets; publicizes and posts notices of all Planning Commission and Charter Review Commission meetings; responsible for coordinating with the Board of Elections and submitting Charter amendments and changes to be placed on the ballot before the Electorate.
7. Performs other clerical tasks in order to ensure efficient operation of the office (receives and responds to inquiries; prepares and submits legal advertisements and notices; prepares letters, memoranda, reports, and other documentation; maintains current Council information on the city's website; ensures maintenance of office equipment; orders office supplies; etc.
8. Maintains and increases knowledge, skills and abilities through attendance at meetings, municipal Clerks' trainings, etc. (required to maintain Certified Municipal Clerk status).
9. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
10. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned by City Council.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City goals and objectives;* Council policies and procedures;* City policies and procedures;* municipal legislative process;* records preparation and management; 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; Microsoft Office products.

Skill in: computer operation; typing; transcription; word processing and use of spreadsheet computer programs; use of modern office equipment.

Ability to: Maintain confidentiality with Council members and information; work on multiple tasks simultaneously; carry out instructions in written, oral or picture form; deal with many variables and determine specific action; comprehend books, manuals, ordinances, Ohio Revised Code, maps, etc.; prepare letters, memorandums, correspondence and other job related documents with proper formatting, punctuation, grammar, etc.; prepare accurate documentation; compile and prepare reports; communicate effectively; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships.

POSITIONS DIRECTLY SUPERVISED: None.

