**CITY OF SHEFFIELD LAKE**

**JOB POSTING**

 **Unclassified**

**Position Title: Clerk of Council Posting Date: March 22, 2019**

 **Deadline to Apply: April, 5, 2019**

 **4:30 p.m.**

**Department: Sheffield Lake City Council Reports to: President of Council**

**Full-Time: Flextime to accommodate**

 **attendance at evening meetings Pay Rate: Commensurate with knowledge and experience**

**Job Duties and Responsibilities:**

- Attend, prepare the agendas and keep an accurate and complete record of all proceedings of Council (Regular and Special Council Meetings, Worksessions, Committees of the Whole, Public Hearings and Finance Committee Meetings).

- Prepare the agendas and keep an accurate and complete record of the various Boards and Committees of the City with the exception of the Civil Service Commission.

- Authenticate and Certify ordinances, resolutions and other official documents.

- Provide notice of all meetings as required by law.

**-** Maintain custody of all official documents, reports, papers and files of Council and the various Boards and Committees of the City.

- Prepare ordinances and resolutions for codification.

- Fulfill public record requests related to Council proceedings in conjunction with the Department of Law.

- Distribute agendas, legislation and meeting materials to members of Council and the various Boards and Committees.

- Advertise and provide Notice of all meetings of Council and the various Boards and Committees as required by law.

- Prepare and update the roster of the members of Council and the various Boards and Committees.

- Certify proposed Charter Amendments and ballot issues to the Board of Elections in accordance with the deadlines as required by law.

- Provide auditors with minutes and legislation for annual audits.

- Communicate effectively with Council, the Administration and the public.

- Answer and return phone calls directed to City Council.

- Perform such additional clerical, secretarial and administrative duties as directed by the President of Council.

**Qualifications:**

- High School Diploma.

- Post high school coursework in secretarial or office administration highly desirable.

- Municipal Clerk Certification a plus.

- Three years paid experience working in a range of clerical and secretarial duties including familiarity with the functions of Boards or Committees preferred.

- Excellent verbal and written communication skills.

- Proficient in Microsoft Office including Outlook, Word and Excel.

- Must be available to attend evening meetings.

**Interested candidates should send or drop-off resume to:**

 **Council President Rick Rosso**

 **c/o Sheffield Lake City Hall**

 **609 Harris Rd.**

 **Sheffield Lake, OH 44054**