

## Requirements for Clerk of Council

- (a) Attend all meetings of Council whether they be special or regular meetings.
- (b) Prepare an agenda of the items to be dealt with by Council.
- (c) Take the minutes of all Council meetings, Council committee meetings and city boards.
- (d) Read all communications, ordinances and resolutions that come before Council at Council meetings.
- (e) Sign, along with the presiding officers, all ordinances, resolutions and bylaws.
- (f) Cause to be published all ordinances and resolutions of a general nature or providing for improvements as is required by law.
- (g) After such publication, compile such ordinances and resolutions in a book created for such purpose.
- (h) Have fifteen copies, plus the original, of the minutes of the last Council meeting in the office of the Clerk of Council not later than five days after such meeting.
- (i) Make available to each Council member copies of all ordinances and resolutions at least ninety-six hours preceding the meeting at which Council is expected to act on the same.
- (j) Make available his file to the Director of Finance and provide such person a key to such file.
- (k) Make available to the general public all material which Council has acted upon.
- (l) Be permitted to use the City owned office equipment and supplies.
- (m) Be directed and instructed by the President of Council and the members of Council.

## Benefits include

Hourly rate of \$29.75 plus and extra \$.50 an hour for a college degree.

Health Insurance

Paid vacation and Holidays

Sick Days (Sick day bonus if Sick days not used)

Personal days

Clothing allowance

To apply please send your resume to [Brandolph@sheffieldlake.net](mailto:Brandolph@sheffieldlake.net) or submit an application using the Sheffieldlake.net website under the Contact tab.