

Legal Notice

Clerk of Council - City of Ashtabula, Ohio External Position Posting

The Clerk of Council Search Committee, Ward 1 Councilor Kym A. Foglio, Chair, announces their search for the position of Clerk of Council, a direct report to the Ashtabula City Council. Resumes and cover letters must be emailed in Word and .pdf formats to lhennigan@ashtabulacity.com.

The email subject line must be titled, CLERK OF COUNCIL POSITION. The submission deadline is Friday, May 24, at Noon.

All applicants must pass a pre-employment drug screen and background check. The annual starting salary will be \$42,000; however predicated on qualifications, experience and skills, may be negotiable.

Please call 440.992.7119 to inquire further

The City of Ashtabula is an Equal Opportunity Employer

**Clerk of Council
City of Ashtabula, Ohio**

Position Summary

The Clerk of Council:

- Full-time position; the hours for which are established by City Council; hours may be flexible depending on required attendance at evening City Council meetings
- Financial compensation is established by City Council
- Appointed by City Council and is under the direction of the full City Council (City Charter Section 9)
- The President of City Council shall be the authority authorized to execute documents approving all administrative matters relating to the administrative duties of the Clerk of Council. (Ord. 2007-93)
- A senior legislative administrative position that provides the full range of professional support to the Ashtabula City Council and courteous professional support to the public
- Manages and supervises the legislative process and operations of the Legislative Division – the Ashtabula City Council
- Serves as the authorized custodian of City Council proceedings and history
- The liaison between City Council and the City Administration and City Council and the general public
- Performed with minimal supervision and with guidance from the Ohio Revised Code, Ashtabula City Municipal Charter, Ashtabula City Codified Ordinances, Ashtabula City Council Rules of Order, and Robert's Rules of Order Newly Revised (RONR)

Responsibilities and Procedures

Administrative/Executive

- Department Head of the Office of Clerk of Council (Ordinance No. 2007-93)
- Day-to-day Administrator of the Legislative Division
- Provide Administrative/Executive Assistant to City Council
- Provide customer service to internal (staff) and external (public) customers
- Ensure residents believe their concern is important
- Consult President of Council, when necessary, on day-to-day Legislative Division matters
- Prepare annual Legislative Division budget; oversee budget throughout the year
- Oversee usage of Legislative Division purchase (credit) card
- Legislative Division purchasing agent; purchase order required for all purchases except those made by petty cash
- Amend and maintain the Ashtabula City Council Rules of Order; notify City Council when amendments are required; place amendments on appropriate Council agenda for a vote
- Ensure all matters touching City Council are accurate on city website
- Communicate changes to the City Council membership by providing updated Roster to:
 - Ashtabula County Board of Election
 - Auditor of State's Office
 - Publications
 - Media
 - City Departments
 - Ohio Ethics Commission
 - Council / Community Matters email distribution roster; and
 - Posting on Municipal Building bulletin board
- Draft correspondence at request of City Council and respond to incoming communications
- Receive, date stamp and distribute correspondence to the appropriate members of City Council
- Maintain accurate files in a manner that provides immediate access to information

**Clerk of Council
City of Ashtabula, Ohio**

Calendar Management

- Maintain, regularly update and distribute electronic version of the City Council / Municipal Building Conference Room Calendar
- Post Calendar on Municipal Building bulletin board

Codified Ordinances (Code)

- Using contracted vendor, update code no less than twice per year
- Ensure hardcopies of code located in 2nd floor conference room and Council Chambers remain updated

Communication

- Regularly communicate information to City Council to keep them informed of events, meetings and functions they may want to attend
- RSVP for City Council at their request
- Consult with President of Council on day-to-day functions of the Legislative Division, the Office of the Clerk of Council and important issues for possible dissemination the President may desire to present to the full Council, which might include the Finance Department, which department is under City Council's supervision
- Encourage open communication between Administration and Council on matters that may impact both entities when pertinent information is received
- Send "reminders" to specific Department Heads through written correspondence as a follow up to requests made by the City Council
- Determine the best form of communication (hardcopy, email, text or telephone call) depending on the topic and timeline

Conference Rooms – Municipal Building

- Schedule 2nd floor conference room, Pre-Council Chambers and Council Chambers
- Ensure 2nd floor conference room has coffee and accompaniments, and water

Confidentiality

- Maintain confidentiality on matters required to be kept confidential; and assesses when matters that may not be confidential should remain as such

Legal Newspaper Publication Requests

- Publish legislation enacted by City Council, in the newspaper on contract (currently the Star Beacon), at least 10 days after passage, as required by Ashtabula City Municipal Charter Section 15
- Email requests for publication to Marketplace@starbeacon.com
- Request publications appear in the Friday edition of the newspaper; however other days may be chosen, when required
- Publish all Special Meetings and Public Hearings notices in accordance with City Code and Ohio Sunshine Law/Open Meetings Act

**Clerk of Council
City of Ashtabula, Ohio**

Legislation (Ordinances and Resolutions)

- Draft celebratory resolutions; request review of resolution and permission to print from resolution sponsor
- Draft payroll repeal legislation in cooperation with Assistant Finance Director
- Work closely with City Solicitor to place legislation requests on the appropriate City Council agenda
- Ensure all attachments and exhibits accompany original legislation prior to distribution of legislation
- Assign legislation numbers prior to placing the document on an agenda
- After the legislation is enacted, secure signatures and process for email distribution to City Council, Department Heads, Executive Assistants, Administrative Assistants, various key personnel and, codification vendor The Walter H. Drane Company; publish in newspaper on contract, scan, file into DocStar system and file original paper copy until disposal is permissible
- Maintain accurate records of all ordinances, resolutions and City Council Rules of Order
- Certify legislation, when requested
- Deliver certified copy of levy legislation to Ashtabula County Board of Elections prior to the established deadlines

Mail

- Retrieve from Legislative Division mailbox slot
- Open
- Date stamp
- Place in City Council mailboxes when individually addressed to them
- Scan and email to City Council when one document is received for all members of City Council
- File
- Dispose of in accordance with the Legislative Division's Records Retention Schedule

Media

- Maintain working relationship with media
- Notify media of meetings by way of the Council/MB Conference Room Calendar and meeting notices
- Serve as Legislative Division liaison, when required

Meetings

- **Agenda Management**
 - Prepare and distribute agendas for all meetings of City Council including exhibits, topic history and proposed legislation
 - Submit draft agenda to Presiding Officer (e.g., President of Council or Committee Chair) for approval
 - Electronically distribute agenda to City Council, all Department Heads, Department Executive Assistants, Administrative Assistants, key department personnel and any other internal or external persons who have formally requested to be notified
 - Create hardcopy agenda packets for each meeting
- **Attendance**
 - Attend all meetings of the City Council
 - Keep an accurate record of City Council's attendance to comply with Charter Section 11

**Clerk of Council
City of Ashtabula, Ohio**

- **Packets**

City Council Regular Meetings, Special Meetings and Public Hearings

- Work with Council President, City Manager, Executive Assistant to the City Manager, City Solicitor and Finance Director to prepare
- Convert final agenda packet to pdf format, issue electronically by email to: City Council, City Manager, City Solicitor, Finance Director, Assistant Finance Director, All Department Heads, the Media and any member of the public who has requested to receive an electronic agenda (note: all groups of persons mentioned are members of the Clerk of Council's "Council/Community Matters" email roster)
- Determine which member of City Council, and if the City Manager, City Solicitor, Finance Director and Assistant Finance Director would like a hardcopy packet
- Provide a minimum of 3 extra hardcopies for members of the public at Regular Council Meetings; Special Meetings, Public Hearings and Committee Meetings may require more

Committee Meetings

- Invite guests as instructed by Committee Chair
- Secure presentation handouts from guests to include as part of the agenda packet
- Set agendas
- Obtain Committee Chair's approval prior to issuing the electronic copy of the agenda and producing hardcopies

Organizational Meetings

- Held December 1, at 6:30 p.m., after each general election of City Council (Charter Section 10)
- Attended by all members of the City Council and Clerk of Council
- Clerk provides overview of the Legislative Divisions, including:
 - Meetings
 - Committee Structure / Assignments as set by the President of Council in cooperation with all members of City Council (the vote to approve the committee structure is taken at a Regular Council Meeting)
 - Committees agree on the day and time their monthly meetings will occur
 - Sunshine Law/Open Meetings Act Briefing (what's a public body, public meeting and public record)
 - Roberts Rules of Order (RONR) – common motions – create handout for members to carry with them
 - Clerical Matters (location of mailbox, committee and member roster verification, letterhead, business cards, etc.)
 - Email instructions (copy Clerk on all correspondence for public record purposes and so Clerk is aware of what has been requested or what concern has been expressed so Clerk may attend to the matters in Council members' absence, if required)
 - Procedures (use of personal email for government business, written correspondence)
 - Calendar (continually updated and used for notice to Council members)
 - Payroll (bi-weekly/auto deposits required)

Minutes

- Using the transcriber/recorder, record all meetings of City Council
- Make a fair and accurate, type-written transcription record of all City Council meetings
- Upon City Council approval and after appropriate signatures are secured, scan and email minutes to City Manager for upload to City's website

**Clerk of Council
City of Ashtabula, Ohio**

Network

- Network throughout Ashtabula city and county communities as a member of the Legislative Division and to represent the Office of the Clerk of the Ashtabula City Council
- Network with Western Reserve Municipal Clerk's Association (WRMCA), Northeast Ohio Municipal Clerk's Association (NEOMCA), Ohio Municipal Clerks Association (OMCA) and the International Institute of Municipal Clerks Association (IIMC) through membership, mentoring, outreach, and email inquiries (Membership in the NEOMCA is optional)

Notary

- May obtain at own expense and provide service to the public as a public relations and community outreach service

Oath of Office

- Give elected officials (City Council, City Manager, City Solicitor) option to participate in collective ceremony or have their oath administered on their own and present signed oath to the Clerk (original copy is maintained by Finance Director)
- Elected officials shall determine who will administer their oath; make contact with said person; provide Clerk of Council with person's official name, title and affiliation (court, attorney, notary, etc.)
- Plan ceremony (program; holding bible; standing up with official; who administering oath; number of guests and seating arrangements, prepare oaths; ensure proper signatures are affixed before filing with Finance Director)

OML Legislative Update

- Update City Council on pertinent state issues
- Email copy of OML bulletins to City Council, Finance Director and Assistant Finance Director

Payroll

- Prepare bi-weekly Legislative Division payroll and submit by Right Stuff Software

Public Records Requests

- Make available, for viewing during regular Municipal business office hours, all ordinances, resolutions and City Council meeting minutes
- Provide photocopies and charge fees as set forth in Codified Ordinance Section 121.01(i)
- Provide email copies of public records, when requested

Receivables

- Properly assess the cost and receive monies for public records request in accordance with Codified Ordinance Section 121.01(i)
- Receipt funds by pay-in procedure and deliver to Finance Department

Records Management

- Maintain accurate paper and electronic records for retrieval to satisfy public records request in accordance with the Ohio Sunshine Law/Open Meetings Act and the City of Ashtabula Public Records Policy and for historical purposes
- Maintain records in accordance with the City of Ashtabula Records Retention Schedule for the Legislative Division
- Destroy records in accordance with the City of Ashtabula Records Retention Schedule for the Legislative Division
- Update RC-2, as required

**Clerk of Council
City of Ashtabula, Ohio**

Research

- Conduct research to satisfy a request, or to provide clarification or historical background for an agenda item scheduled to be discussed

Rosters

- Maintain City Council Roster
- Maintain City Administration Roster for Legislative Division purposes
- Maintain City of Ashtabula Boards & Commissions Roster
- Provide City Manager's Executive Assistant with update, internal telephone roster information for Legislative Division

Training

- Designated member of Legislative Division to attend House Bill 9 training, as required by the Auditor of State (Ordinance Nos. 2010-47 and 2012-57)
- Participate in webinars to remain current on issues, laws, procedures, etc., when appropriate
- Obtain and maintain Certified Municipal Clerk (CMC) designation through International Institute of Municipal Clerk's Association
- Attend IIMC, OMCA and WRMCA regularly after CMC certification obtained, to remain current on issues which affect the Legislative Division, and to keep the lines of communication open with colleagues throughout state of Ohio for resource and familiarity purposes

Travel

- Upon Council's request, make reservations for travel to designated location, which shall include hotel accommodations using Legislative Division's credit card
- Create a packet for traveling Council member(s), which shall contain details on the following information:
 - Flight
 - Hotel
 - Parking
 - Car rental
 - Special event details
 - The traveler or the Clerk deems necessary
- Seek scholarships from member associations for travel, education and training to aid with associated costs

Qualifications and Skills

Associate Degree in Political Science, Secretarial Science or related field preferred; three to five years experience as an executive assistant to multiple senior or elected officials at one time, while remaining impartial; municipal experience desirable; and any equivalent combination of training and experience which provides the following knowledge, abilities, skills and characteristics:

- Trustworthy
- Dependable
- Thorough knowledge of secretarial practices and procedures
- Thorough knowledge of modern office practices, procedures and equipment
- Thorough knowledge of business English, grammar, spelling and arithmetic
- Proficient use of computer, computer keyboard at a prescribed rate of speed and proficiently operate Microsoft Word, Excel, PowerPoint and Outlook programs
- Considerable knowledge of general municipal agency operations and organization
- Make responsible decisions in accordance with established policies and Procedures
- Maintain administrative, fiscal, and general records and to prepare reports and answer questions from records
- Compose correspondence on complex matters and to perform complex office management details without assistance
- Establish and maintain effective working relationships with other employees, officials, and the public, and to address public relation concerns courteously and tactfully
- Operate copy, fax, and other office machines
- Communicate effectively, both orally and in writing
- Available to attend evening meetings and an occasional Saturday meeting
- Extremely Organized
- Efficient
- Multitask
- Self-Starter
- Foresight
- Easily adapts to changing climate of government and elected officials
- Display Political Impartiality
- Community Advocate
- Customer Service/Community Oriented
- Decisive Decision Maker
- Service on boards as representative of the Office of the Clerk of Council
- Volunteerism

Residency Requirement, Salary and Benefits

Ashtabula City residency is preferred, however may be a resident of Ashtabula County or any adjacent county in OH (Lake, Geauga or Trumbull). Residency compliance shall be satisfied within thirty (30) days from the date of hire or appointment.

The annual salary will begin at \$42,000 and is negotiable depending on qualifications and experience.

The position includes medical, dental and vision insurance, life insurance, paid vacation and personal days, sick leave, longevity pay (after 5 years of continuous service) and Public Employees Retirement System (OPERS) contributions.

(clerk of council/05 17 2019 clerk of council position details)