

POSITION TITLE: CLERK OF COUNCIL

DEPARTMENT: ADMINISTRATION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Council President

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for providing administrative and clerical support to the City Council and performing tasks in accordance with the Ohio Revised Code, regarding the functions of City Council.

JOB RESPONSIBILITIES

Prepares legislative packages for Council members.

Attends Council meetings, public hearings etc.

Transcribes minutes for Council Meeting proceedings

Maintains City Codified Ordinances, permanent records of City Ordinances, resolutions, etc.

Processes annexations

Provides miscellaneous administrative support to Council members

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, use hands to finger/handle/feel and lift up to 10 pounds.

REQUIRED SKILL SETS

Occupational/Technical Skills

Knowledge of basic legal practices
Ability to use a transcriber and recorder
Ability to use spreadsheet, database, word processing and selected job-specific software

Administrative Skills

Ability to analyze and resolve situations and problems
Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
Ability to set goals and develop strategies and schedules for meeting them
Ability to use techniques of effective time management
Ability to handle multiple priorities and projects
Ability to keep clear and accurate records and reports
Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information
Knowledge of filing methods and records management techniques
Knowledge of modern office equipment

Cognitive Skills

Ability to identify problems, recognizing symptoms, causes and alternative solutions
Ability to make timely, sound decisions
Knowledge of methods and techniques of research
Ability to interpret professional periodicals and journals, technical procedures, and government regulations
Ability to perform standard business arithmetic, including percentages and decimals
Ability to draw accurate conclusions from financial and numerical material

Ability to research, compile and summarize a variety of informational and statistical data and materials
Knowledge of basic budgetary principles and practices
Ability to develop original, unusual, successful approaches
Ability to create and readily draw on a large pool of diverse sources of information
Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion
Ability to speak effectively one-to-one
Ability to speak effectively before groups and to respond to questions
Ability to deliver effective presentations
Ability to demonstrate attention to and convey understanding of the comments or questions of others
Ability to use appropriate style, format, and tone in informal and formal business communications

Interpersonal Skills

Ability to use tact and discretion
Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
Ability to deal courteously and diplomatically with the general public
Ability to maintain issue confidentiality
Ability to arrive at constructive solutions while maintaining positive working relationships

Leadership Skills

Ability to take charge and initiate actions

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in an office setting and is subject to pressure from deadlines.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two year Associate degree or equivalent; three to five years of senior level or executive level secretarial or administrative assistant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.