

**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

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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 assess 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

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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

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- **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
- Create final agenda packet using available and appropriate software and 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

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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

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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

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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.

An employment contract will be negotiated at the time of hire in which the annual salary will be determined based on qualifications and experience of the candidate as well as any other requirements pertaining to the position.

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.



City of Ashtabula

4717 Main Avenue
Ashtabula, Ohio 44004

APPLICATION FOR EMPLOYMENT (PLEASE PRINT CLEARLY IN INK)

The City of Ashtabula is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

NAME (Last)	(First)	(Middle)	Date
ADDRESS	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	EMAIL ADDRESS	
POSITION APPLIED FOR			
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? YES _____ NO _____ (Proof of eligibility will be required upon offer of employment.)			
ARE YOU OVER THE AGE OF 18 YEARS? YES _____ NO _____ (If no, you may be required to provide authorization.)			
CAN YOU WITH OR WITHOUT REASONABLE ACCOMODATION TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) YES _____ NO _____			
HAVE YOU EVER WORKED FOR THE CITY OF ASHTABULA? YES _____ NO _____			
IF YES, WHEN? FROM _____ TO _____ WHERE? _____			
CLASSIFICATION : _____			
DO YOU CURRENTLY HAVE A VALID COMMERCIAL DRIVER'S LICENSE (CDL)? YES _____ NO _____			
IF YES, WHAT CLASS? _____ EXPIRES _____			
HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS IN THE PAST FIVE YEARS? YES _____ NO _____			
IF YES, PLEASE EXPLAIN: _____			
IS ANYONE RELATED TO YOU EMPLOYED WITH THE CITY OF ASHTABULA? YES _____ NO _____			
IF YES, PLEASE GIVE THEIR NAME AND RELATIONSHIP TO YOU. _____			
WHAT SALARY OR RATE OF PAY DO YOU EXPECT TO RECEIVE IF EMPLOYED? \$ _____ PER _____			
ON WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORK? _____			
HOW DID YOU HEAR ABOUT US? _____			

EDUCATION

SCHOOLS	NAME AND LOCATION	# YEARS COMPLETED	COURSE OF STUDY OR MAJOR	DIPLOMA OR DEGREE	AVERAGE GRADES
ELEMENTARY					
JR. HIGH SCHOOL					
HIGH SCHOOL					
COLLEGE					
VOCATIONAL SCHOOL					
GRADUATE SCHOOL					

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.? YES _____ NO _____

PLEASE LIST ANY ACADEMIC HONORS, SCHOLARSHIPS, OFFICES HELD, ETC. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIPS, LICENSES OR SKILLS. _____

HAVE YOU RECEIVED ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY? YES _____ NO _____

PLEASE GIVE DATES AND EXPLANATION: _____

EMPLOYMENT HISTORY

HOW MANY EMPLOYERS HAVE YOU HAD INCLUDING YOUR CURRENT EMPLOYMENT? _____

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? YES _____ NO _____

IF YES, PLEASE EXPLAIN. _____

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at the City of Ashtabula.)

1. FROM: Month/year	TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				
2. FROM: Month/year	TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				
3. FROM: Month/year	TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				

PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL WILL HELP US IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT.

REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
1.			
2.			
3.			

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the City of Ashtabula that such employment with the City of Ashtabula is at will, for no specified duration and may be terminated by either the City of Ashtabula or myself at any time, with or without cause or notice unless otherwise directed by a current bargaining agreement recognized by the City of Ashtabula. I understand that none of the documents, policies, procedures, actions, statements of the City of Ashtabula or its representatives used during the hiring process is deemed a contract of employment real or implied. I understand that no representative of the City of Ashtabula except the Ashtabula City Manager, the Ashtabula Municipal Court Judge, the Ashtabula City Solicitor, or City Council has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the authoritative elected official(s).

In consideration for employment with the City of Ashtabula, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Ashtabula at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the business conducted by the City of Ashtabula, attendance and punctuality are considered essential requirements of every job at the City of Ashtabula and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the City of Ashtabula, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. There is potential for disqualification if an unsatisfactory result is obtained from the testing. Refusal to cooperate or attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Ashtabula and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

I understand that the information provided on this application for employment may be subject to public record in accordance with Ohio Sunshine Laws.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

THE CITY OF ASHTAUBLA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

The City of Ashtabula is a Drug and Tobacco Free Workplace