

**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. - These meetings are held in the evenings rather than during the normal workday.

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. Work includes public meetings that are regularly held during evening hours.

## 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.