

# CITY OF BELLBROOK

## JOB DESCRIPTION

**Title:** Clerk of Council  
**Department:** Administration  
**Status:** Exempt  
**Effective Date:** September 24, 2018

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### **Job Summary**

Performs a variety of duties as an administrative assistant to the Mayor and City Council, and coordinates all related activities with the city administration.

### **Supervision**

This position is appointed by City Council with supervision by City Council.

### **Major Duties**

- Responsible for all duties as described in the Charter of the City of Bellbrook.
- Attends City Council meetings and meetings of various city boards. Oversees or performs an accurate recording of the proceedings and preparation of minutes.
- Prepares and distributes meeting notices, legal advertisements, meeting agendas, meeting information to City Council, and notifies persons when they are to appear at meetings and sees that the required documents are assembled and available.
- Assists in the preparation of ordinances and resolutions as directed.
- Files ordinances and resolutions of City Council and oversees the codification of ordinances into the Municipal Code.
- Performs certification and recording for the city as required on legal documents and other records requiring such certification. Seals and attests by signature to ordinances and resolutions.
- Maintains correspondence on matters related to City Council and keeps City Council informed. Initiates correspondence for the Mayor and Council on routine matters. Receives and distributes City Council correspondence.
- Advises and updates City Council as necessary regarding vacancies and appointments to city boards.
- Maintains a calendar of activities and scheduling for City Council and various Board meetings or functions. Prepares for weddings performed by the Mayor.
- Creates and types proclamations and certificates of appreciation and achievement as necessary.
- Answers incoming telephone calls, as well as greets and assists visitors to the Administration office.

**Knowledge, Skills and Abilities**

- Knowledge of the principles and practices of local government.
- Knowledge of the principles and practices to conduct public meetings.
- Knowledge of applicable Federal, State, City, and other local ordinances and regulations affecting City Council operations.
- Knowledge of general city operations.
- Proficiency in Microsoft Word, as well as the ability to learn other computer software.
- Ability to work without close supervision and to exercise sound independent judgment.
- Clear written and verbal communication skills.
- Ability to prioritize tasks and manage time.
- Ability to pay close attention to detail.
- Excellent customer service and organizational skills.
- Work well in a team environment.
- Ability to work with confidential information.

**Work Environment**

- Ability to operate telephone, photocopier, fax machine, computers and other standard office equipment.

**Minimum Qualifications**

- High school diploma or equivalent. Associate’s degree or related experience preferred.
- Valid State of Ohio Driver’s License.

This job description is intended to be sufficient merely to identify the minimum position requirements and to be illustrative of the kind of duties, which may be assigned to this position and should not be interpreted as a complete list of requirements for the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

City Manager \_\_\_\_\_ Date \_\_\_\_\_