



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Clerk of Council	DEPARTMENT: City Manager
IMMEDIATE SUPERVISOR: Assistant/Deputy City Manager	GRADE/RANK: 14 FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

This position performs a wide variety of skilled clerical and administrative work for City Council, which is confidential and complex. Upon request of the Assistant/Deputy City Manager, in consultation with the Mayor, support is also provided to Planning Commission, Board of Zoning Appeals and other boards and commissions. Work is performed under the general supervision of the Assistant/Deputy City Manager. Attends City Management Team meetings for agenda purposes. Performs related work as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Manages the day-to-day operations of the City Clerk's Office, including independently answering routine office correspondence and public inquiries;
- Under the supervision of the Assistant/Deputy City Manager, responsible for preparation of agenda materials for work sessions, regular meetings and special called meetings;
- Responsible for distribution, posting and publishing of agendas and notices of official actions of Council, and those boards and commissions to which support is provided;
- Attends all Council, and meetings of boards and commissions to which support is provided, and records and transcribes minutes in order to maintain accurate records of the proceedings

of City Council and those boards and commissions to which support is provided. Meetings may be outside regular business hours;

- Electronically indexes all such proceedings for easy reference and maintains a record of the proceedings in permanent record form;
- Serves as in-house expert for the City's agenda management system and trains staff for its use as necessary;
- Prepares and distributes notices and legal advertisements for City Council meetings;
- Facilitates the indexing, codification, publication, and distribution of all ordinances and resolutions which establish long-term policy, the granting of franchises, and the establishment of municipal boundaries or duties and responsibilities of officers of the City and provides information on these matters to City staff as requested;
- Maintains a master list of all City boards and commissions, including the names of current members and their terms of office; maintains boards and commissions application files;
- Reviews records, forms, and other documents for accuracy, completeness, and conformance to rules and regulations; checks legal citations for accuracy; facilitates proper distribution;
- Witnesses, signs, and seals official City documents;
- Manages proclamation requests and approvals;
- Administers the notification, distribution and retention of various disclosure statements as required by the Virginia State and Local Government Conflict of Interests Act;
- Works closely with the City Attorney to ensure that Clerk and City Council actions comply with local and state laws; and
- Performs other related duties as assigned by City Council, Mayor and/or City Manager or Assistant/Deputy City Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of standard office practices, procedures, and equipment; knowledge of business English, spelling, grammar and punctuation, and arithmetic; skill in the recording and transcribing of dictation; computer skills including word processing, database management and spreadsheets; ability to maintain information in a confidential manner; ability to interpret and apply policies and procedures; ability to establish and maintain effective working relationships with public officials, employees, and the general public; ability to maintain a wide variety of complex records and files, index and cross reference permanent records and prepare clear and concise correspondence and other documents; ability to follow oral and written instruction and work independently in the absence of specific instructions. Ability to conduct a wide variety of research work involving significant initiative, discretion, critical thinking, analysis and judgment; ability to think critically in order to formulate and implement particular projects and tasks.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Bachelor's degree from a four-year college or university with a degree in business or public administration, or related field, and experience in government at a responsible level, or equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

The employee in this position is appointed by and serves at the pleasure of City Council. Work is performed in accordance with policies established by City Council and the regulations of the City Charter and City Code. Day to day supervision will be provided by the Assistant/Deputy City Manager as agent for City Council with final reporting responsibilities to City Council and/or the Mayor. Candidates with current Certified Municipal Clerk or Master Municipal Clerk certification are preferred. An otherwise qualified candidate may be allowed reasonable time to obtain certification. Serves as notary public.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring the exertion of up to 10 pounds of force frequently and negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisory responsibilities.

EXAMPLES OF EXPECTED DECISION MAKING:

Position makes decisions on issues brought before Council and/or the Mayor, sections of the Virginia Code to cite for City Council closed sessions and interprets City policies and procedures in application of duties.

This job description in no way states or implies that these are the only duties performed by this employee. The Clerk of Council will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with City policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: City Manager/Assistant/Deputy City Manager and Chief Human Resources Officer

Revised Date: 2021