

## Clerk of Council - City of Highland Heights

Part-time Clerk under the direction of City Council, serves as administrative support to the Council and a liaison to all city departments; prepares agendas; attends council meetings; prepares and indexes council action; records and transcribes minutes; creates a permanent record of meetings; and other duties as stated in the City Charter and Ordinances.

Qualifications: Candidates should have a good working knowledge of City government pertaining to council proceedings; excellent communication skills; proficiency in MS Word; and ability to work effectively with all employees, city officials, and the general public.

Submit Resume to:

Highland Hts. City Council Attn: Cathy Murphy  
5827 Highland Road, Highland Heights, OH 44143  
or via email to [cmurphy@highlandhts.com](mailto:cmurphy@highlandhts.com)

## JOB RESPONSIBILITIES: Clerk of Council - City of Highland Heights

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### Qualifications:

High school Diploma

Good working knowledge of the organization and function of City government and of state statutes pertaining to council proceedings

Excellent oral and written communication skills  
Proficient in using MS Word and office equipment  
Capable of operating audio recording equipment

Ability to work independently

Use of good judgment and protocol

Ability to work effectively with all employees, city officials, and the general public

Notary Public

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Attend, and record, and transcribe minutes from all regular meetings, work sessions and special meetings of council

Prepare and maintain all Agendas in cooperation with the Council President and /or Committee Chairperson

Maintain the permanent records of Council

Make permanent records available for public inspection and on the City's website

Maintain and index and copies of ordinances and resolutions passed by Council in order to update the Codified Ordinances quarterly

Work with Law Director on matters pending before Council, and in preparation of Legislation

Manage the office functions for Council, handling inquiries concerning matters before Council, requests from the other departments, and the general public

Give notice of all meetings of Council or its committees pursuant to ORC 121.22 and HFCO Chapter 107

Coordinate the annual Volunteer Firefighters Dependent Fund Board Meeting and filing report with the State of Ohio

Prepare individual mail packets for Council meetings

Sidewalk and Street Lighting Program: Prepare and publish legislation and mail notices by certified mail

Publish notice of public bidding as authorized by Council, attend all bid openings, record the same, and coordinate preparation of necessary legislation with Law Department

Receive notices from Ohio Liquor Board, notifies State of Ohio whether hearing is requested by Council

Receive Notices from Ohio Cooperative Purchasing and notify the appropriate Department

Serve as secretary to the City Records Commission- Maintain records of all meetings, minutes, and retain copies of all forms filed with the State of Ohio.

Ethics Law Duties as specified in HFCO 107.08

Perform other administrative and miscellaneous tasks as needed