## The City of Ashtabula is Hiring a 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
- 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.
- 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)

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.

### Desired 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, efficient, multitasker, self-starter, extremely organized, foresight, volunteerism
  - Thorough knowledge of secretarial practices and procedures, modern office practices, procedures, and equipment, business, English, grammar, spelling, and arithmetic.
  - Proficient use of computer, at prescribed rate of speed and proficient in Microsoft office programs
  - Considerable knowledge of general municipal agency operations and organization
  - Easily adapts to changing climate of government and elected officials and displays political impartiality
  - Customer Service/Community Oriented and community advocate, decisive decision maker
  - Service on boards as representative of the Office of the Clerk of Council

### How to apply:

Apply in person by filling out an application:

OhioMeansJobs
2247 Lake Ave
Ashtabula, OH 44004

### OPEN DATE 8/26/2022

### CLOSE DATE 9/12/2022 Noon

If you need assistance or have any questions, feel free to contact:
OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234
Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.

Thank you and best of luck
OhioMeansJobs Ashtabula County