



## **Clerk of Council**

**2025 pay rate:** \$43,992 - \$70,574.40, depending on qualifications

### SUMMARY OF DUTIES

The Clerk of Council is the official record keeper for the City Council and the Planning and Zoning Commission (PZC); and the administrator of legislation, elections, records management and open meeting laws. The Clerk deals with complex and confidential data, while performing a variety of administrative, clerical, and miscellaneous duties, including correspondence and reports. Varies work hours within the week in order to attend evening meetings. This is an onsite position. Responsibilities include but are not limited to:

- Composes legislation for the City and submits for approval.
- Schedules regular and special City Council meetings, PZC, and Architectural Review Board (ARB) meetings. Attends Council and PZC meetings.
- Records and transcribes verbatim minutes of PZC, Regular and Special Council Meetings. Keeps ARB minutes.
- Prepares meeting notices, legislation, agendas, addenda, scripts; follows up on meeting questions and requests, disseminates information. Administrates the legislative process, enforcing deadlines, and researches legislation.
- Prepares legislative packets and information for Council Members, Mayor, Directors, Chiefs, the public and media;
- Reads correspondence, takes Roll Calls, and documents all individual votes of Council at meetings.
- Tracks the legislative action of each Resolution and Ordinance. Certifies approved legislation, distributes the same to corresponding departments and posts as necessary.
- Prepares legislative indices and maintains the legislative permanent record of the City including copies of all official legislation and minutes.
- Maintains annual and individual files, requests, and history.
- Conducts training and orientation of all newly elected Council Members at the beginning of each term.
- Certifies proposed Charter Amendments prior to the filing deadlines to the County Board of Elections.
- Accepts Initiative Petitions and complies with Charter and State laws regarding procedures
- Composes and submits required legal notices to newspapers for City Council, PZC. and other City Departments.

- Receives appeals to Council from decisions of the PZC and implements the appeal procedures.
- Coordinates Planning and Zoning Commission action with the Building Commissioner, the City Engineer, the Law Department, the Fire Department, the Planning and Development Department, Council and the Applicants.
- Distributes PZC information to the ARB as necessary.
- Certifies plats for vacating parcels, road programs for the County Engineer, and notes and bonds to the County Auditor.
- Organizes and submits passed legislation for Codification to the City's Legal Publishing Company; reviews Codification updates as necessary.
- Responsible for administration of liquor license permits in the City; Maintains copies of license applications and is responsible for requesting hearings with the State Liquor Control Board per Council or Administrative Staff.
- Certifies copies of legislation to officials, individuals, groups or organizations, as may be instructed by the legislation or as requested.
- Prepares and distributes meeting notices for the Audit Committee and Charter Review as needed.
- Performs duties as the Official Record Keeper of the City per the City Charter including responding to public records requests.
- Assists Council members with research, correspondence, administrative requests, and projects.

Other duties as assigned.

Applications available at [www.CityMapleHeights.com](http://www.CityMapleHeights.com) and City Hall - 5353 Lee Road, Maple Heights, OH 44137 attention HR or email to [HR@MapleHeightsOhio.com](mailto:HR@MapleHeightsOhio.com) EOE, drug/smoke free workplace.

**QUALIFIED RESIDENTS ARE ENCOURAGED TO APPLY**