

Middletown, CT Job Description

Classification Title	Clerk of the Common Council
Job Code	
Department	Common Council
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to manage the Common Council Office. Provides assistance to members of the Common Council regarding matters of the legislative body.~~serve as legislative manager for the Common Council in accordance with applicable requirements, to manage and coordinate the work of the Common Council and to act as liaison to City officials, directors, staff and the public. The work is performed under the direction of the Deputy Mayor.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Manages Common Council meeting preparation;~~ Prepares minutes and permanent record of Council activities. Reviews agenda items for compliance with procedures. Coordinates delivery of agenda and notices. composes and prepares Council Warrants; types agendas; composes, prepares and files notices of the Council in accordance with applicable requirements in City/Town Clerk's Office and local newspaper; prepares resolutions and drafts ordinances for Council members, Mayor and directors.
- ~~Composes or reviews and edits submissions including resolutions and ordinances to Council agenda; checks all submissions for compliance with procedures; collates all materials for Council agenda for delivery to Council members and City officials; coordinates Police Officer pick-up and delivery of meeting packets.~~ Prepares and files notices of the Council in accordance with statutory requirements. Maintains critical statutory deadlines.
- ~~Collaborates and coordinates with bond counsel to ensure Council actions meet all statutory requirements.~~ Develops department budget. Liaises with Finance Department for monetary submissions. Prepares purchase orders and pays bills. Analyzes equipment and supply needs.
- ~~Administers Council actions.~~ Oversees contracts for Council Office. Maintains Council Document Manager, which includes committee memberships and term

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~~expirations.;~~ attends and records Council meetings, various meetings per month; ensures meeting compliance with FOIA requirements, composes and types official Council minutes; marks permanent records of Council actions after meetings and notifies directors and staff. Copies videotapes for Library and updates Council Document Manager.

- ~~Trains, s~~Schedules, supervises and pays Video Technicians. Writes manual for equipment and tech agreement. Handles complaints among technicians. Trains staff on equipment, parliamentary and council procedures and Council Document Manager.
- ~~Composes and types legal advertisements for Council and coordinates printing; verifies placement of legal ads in newspapers; files legal ads in City/Town Clerk's Office; provides copies of council proceedings to Clerk's Office for permanent record and public research, maintaining critical statutory deadlines.~~ Responds to public inquiries and complaints. Advises the public on City Government and Common Council.
- ~~Administers the operations of the Common Council Office; composes and types correspondence for Council members; maintains Council Document Manager and recommends software design changes; conducts policy and legal research for Council members, directors and the public; prepares related reports.~~ Conducts research, writes reports and makes recommendations. Provides assistance, analysis and guidance to Directors and staff. Reviews and updates Council Rules of Procedure.
- ~~Provides research and may perform special projects for the Common Council.~~ Prepares legal ads, agendas, notices and Council actions. Manages FOIA requirements for Council and committees. Maintains and disposes of records and documents.
- ~~Responds to inquiries regarding the Common Council, parliamentary procedures for committees and commissions for directors, employees and the public. Advises Council members, directors and staff on protocol and procedures for conducting Council business. Advises the public on City Government and Common Council.~~ Oversees City budget council approval process. Schedules review meetings, public hearing and budget approval date. Prepares analysis contrasting previous years to current requests. Prepares two budget based on each political

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caucus for consideration. Forecasts mill rate for each budget. Prepares budgetary resolutions and amendments. Prints legal notice of changes. Verifies final budget and amendments.

- ~~• Prepares and publishes Common Council calendar of meeting dates annually. Updates City meetings lists for public access TV. Schedules meeting rooms. Implements Granicus media streaming to bring live access of Common Council meetings to the public, allowing for government transparency and efficiency.~~
- ~~• Analyzes the Common Council's general fund budget and CNR needs; prepares Council budget for approval; assists in preparing City budget; verifies budget and mill rate for Council adoption; prepares budget resolutions for Council approval; reviews budget changes and forwards to Finance Department.~~
- ~~• Approves and reviews expenditures from Council budgets and prepares purchase orders and requisitions; analyzes equipment needs for the Council. Prepares bid specifications for purchases.~~
- ~~• Maintains and updates City committees and commissions appointments and terms; notifies Mayor of expiring appointee terms.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Business, Public Administration, Communication or a related field and at least four years of management and supervisory experience with three years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

~~Appropriate education substitutions can be made.~~ **PREFERRED QUALIFICATIONS**

Six years of administrative experience and Notary Certification.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences, develop alternatives and implement decisions. Ability to maintain confidentiality~~

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- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~Knowledge of city government, charter, ordinances, council rules, city policies and procedures, Robert" Rules of Order and website program
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, legal opinions, legal ads, resolutions, ordinances, grants, appropriations, minutes, specifications, requisitions, purchase orders, reports, transfers, ordinances, City Charter, rules, manuals, statutes, procedures, guidelines and non-routine correspondence. ~~Requires the a~~Ability to advise and provide interpretation regarding the application of policies and procedures.
- ~~Requires the ability to communicate orally and in writing with the Council, Mayor, City Department Heads/Directors and officials, employees, video technicians, vendors, students, teachers and the public.~~Must possess budget analysis skills
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.~~Knowledge of Parliamentary procedure, Council Document Manager and A/V equipment
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in tTraining, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints

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- Ability to work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

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- ~~Ability to S~~satisfyies the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, cameras, recording equipment, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

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The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/28/15
Dates revised	