

**RESOLUTION NO.:** 2007-R50  
**SPONSOR:** COUNCIL AS A WHOLE  
**INTRODUCED:** AUGUST 14, 2007      **ASSIGNED TO:** FINANCE

**A RESOLUTION CREATING THE POSITION OF DEPUTY CLERK OF COUNCIL, ESTABLISHING A RATE OF COMPENSATION, MAKING AN APPROPRIATION, AND DECLARING AN EMERGENCY.**

WHEREAS, it is necessary to create the position of Deputy Clerk of Council to perform the services and duties required to assist the Clerk of Council in the Council Office; and

WHEREAS, it is necessary to establish a rate of compensation for the position of Deputy Clerk of Council; and

WHEREAS, it is necessary to appropriate funds to pay the salary and benefits of the Deputy Clerk of Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GREEN, COUNTY OF SUMMIT, STATE OF OHIO, THAT:**

**SECTION ONE:**  
Green City Council establishes the position of Deputy Clerk of Council.

**SECTION TWO:**  
The position of Deputy Clerk of Council will be added to the listing of non-bargaining positions at Pay Grade level 5 and the salary range for the position shall be as set forth in Resolution 2007-R46.

**SECTION THREE:**  
City Council authorizes an appropriation of funds for the salary and benefits for the position of Deputy Clerk of Council as follows:

Salary:	\$9,500.00	100-1100-51111
PERS:	\$1,316.00	100-1100-51211
Medicare:	\$138.00	100-1100-51213
Workers' Comp.	\$190.00	100-1100-51261

**SECTION FOUR:**  
The City of Green finds and determines that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in open meetings of this Council and any deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

**SECTION FIVE:**

Council declares this to be an emergency immediately necessary for the preservation of the public peace, health, safety and welfare of the citizens of Green. Provided that this legislation receives the affirmative vote of three-fourths of the members elected or appointed to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force at the earliest time allowed by law.

ADOPTED: September 25, 2007

Molly Stevens  
Molly Kapeluck, Clerk  
Stevens

Bruce Manwaring  
Bruce Manwaring, Council President

APPROVED: Sept 25, 2007

Daniel L. Croghan  
Daniel L. Croghan, Mayor

COPIED HR  
SVCE ZONE PARK ROAD ENG  
LAW FIN MAY PLAN FIRE

ENACTED EFFECTIVE: Sept 25, 2007

ON ROLL CALL: Colopy <sup>Absent</sup> Croce yea Francey yea Manwaring yea  
Padrutt yea Ridgeway yea Smole yea Adopted 4-0

Suburbanite publication on Oct 1, and Oct 8, 2007

Molly Stevens  
Molly Kapeluck, Clerk  
Stevens

SP 8/8/07

CITY OF GREEN  
CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

---

<b>Classification Title:</b>	<b>Deputy Clerk of Council</b>	<b>Civil Service Status:</b>	<b>Unclassified</b>
<b>Department:</b>	<b>City Council</b>	<b>FLSA Status:</b>	<b>Non-Covered</b>
<b>Division:</b>		<b>Bargaining Unit Status:</b>	<b>Excluded</b>
<b>Immediate Supervisor:</b>	<b>Council Clerk</b>	<b>Positions Supervised:</b>	<b>None</b>

---

**JOB RESPONSIBILITIES:**

Performs clerical, secretarial and administrative work for City Council. Handles a wide variety of standard and non-standard administrative matters. Performs in the Clerk's absence. Uses independent judgment and initiative to determine the approach or action to take in non-routine situations. Performs recurring office procedures independently in accordance with Department and City guidelines, procedures and policies. Interprets and adapts to guidelines, including written and unwritten policies, precedents and practices.

**QUALIFICATIONS:**

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of the acceptable qualifications for this position;

High school diploma or GED equivalent. Specialize course work in office practices and relevant computer software highly desirable. Minimum of two (2) years of related work experience, at least one (1) year should be within a municipality or similar government agency. Immediately prior to appointment and while employed by the City of Green, must be a qualified elector of the City and, for at least two (2) continuous years, a resident.

**ILLUSTRATIVE DUTIES:**

(The duties listed below are intended to depict tasks performed by this classification.)

- Assists the Clerk of Council in coordinating and performing the office operations.

**Classification Title:** Deputy Clerk of Council

**CITY OF GREEN  
CLASSIFICATION SPECIFICATION**

An Equal Opportunity Employer

**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this classification.)

- Required to perform all functions of the Clerk in his/her absence, including certifying copies, attesting to legislation, meeting attendance, agenda preparation, etc.
- Perform duties of recording secretary for Council committee meetings and in the absence of the Clerk, take and transcribe minutes of regular City Council meetings.
- Assists with Channel 16 programming, log and label media from meetings for archives.
- Maintains office procedures and handles a wide variety of standard and non-standard matters.
- Composes, types and edits a variety of correspondence, reports, etc. that requires an understanding of Council.
- Anticipates and prepares materials needed by the Council.
- Answers telephone and welcomes visitors. Responds to and assists the public with questions or directs questions to the appropriate person.
- Provides requested documents to the public or other City employees as requested.
- Performs duties related to public hearing notification and assists with questions related to such notices.

**Classification Title:** Deputy Clerk of Council

**Date Adopted:** 9/25/07

**CITY OF GREEN  
CLASSIFICATION SPECIFICATION**

An Equal Opportunity Employer

- Performs cashier duties as applicable.
- Files correspondence and other records; maintains department records, forms, correspondence.

**KNOWLEDGE, SKILLS AND ABILITIES** *necessary to perform duties (\*indicates developed after employment)*

**Knowledge of:** the City Charter and local and state laws and regulations governing the activity of City Council\*; Robert's Rules of Order\*; Council policies and procedures\*; records management; modern office practices and procedures; English grammar, spelling and punctuation; City government structure\*.

**Skill in:** typing; computer operations; use of modern office equipment.

**Ability to:** prepare and maintain accurate documentation; work independently or with others; communicate effectively; interact with others; perform general mathematic functions; exert up to 10 pounds of force occasionally (up to 1/3 of the time) and/or a negligible amount of force frequently (from 1/3 to 2/3 of the time) in order to lift, carry, push pull or otherwise move objects.

In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

**Classification Title:** Deputy Clerk of Council

**Date Adopted:** 9/25/07  
O:\Jeanne\CLASSPLN\Deputy Clk of Council.doc