



**City of Glenarden
Council Clerk
\$26.44 – \$27.40 per hour
Job Posting**

The Council of the City of Glenarden is seeking full time Council Clerk. The ideal applicant will demonstrate knowledge of municipal government operations and procedures, as well as knowledge of State and municipal laws related to official records maintenance and public disclosure. The ideal candidate will establish professional working relationships with all departments, remain apolitical, and work effectively with the Council and must have excellent communications, clerical, organizational and computer skills including proficiency in Microsoft Word and Excel. These winning technical and interpersonal strengths combined with the ability to communicate effectively, produce accurate and transparent records, possess strong customer service skills and the desire to learn, will ensure efficient management of the day-to-day Council's needs. This position reports directly to the Council President and works with and for the 7-member Council. The applicant works at the pleasure of the Council.

Primary Functions:

- Under the direction of Council President preparation meeting agendas, appropriate resolutions, ordinances, and work session information.
- Prepares Ordinances and Resolutions for codification.
- Prepares packets of meeting materials for Mayor, Council, City Manager and Treasurer.
- Numbers, files, and scans approved resolutions and ordinances and actions of Council.
- Maintains a separate listing in notebooks for resolutions and ordinances with number, subject and date approved.
- Records and types meeting minutes for approval by Council at the next City meeting.
- Ensures that all actions for Mayor and Council are legally advertised and public notice is given.
- Meeting minutes sessions must be processed and made available "as soon as practicable after a public body meets and/or by the time the next meeting occurs. Section 3-306(b))1) Open Meetings Act.
- You are required to retain a copy of minutes and any tape recordings of the meeting for five years (Open Meetings Act).
- Minutes of one meeting are normally approved at the next regular meeting, following the call to order and opening ceremonies (Roberts Rules).
- Maintain custody of all official documents, reports, papers, and files of the Council.
- Fulfill public records request as related to Council proceedings.
- Advise department heads of pertinent Council proceedings and legislative action and distribution documentation, as necessary.
- Update list of elected officials and notify outside agencies as required.
- Certify proposed charter amendments.

- Maintain Marque Announcements for the City of Glenarden.
- Work with Council members on special research/projects (ShoreScan, Proclamations, etc.).
- Prepares Briefing Binder for newly elected Council Members.
- Answers official correspondence as directed by the Council President.
- Creates monthly Councilmember's calendar.
- Schedule's meetings and allocates use of Council Chambers.
- Assist with social arrangements and with the coordination of Glenarden Day, Movie Night, Shred Day, Heal City Events, Christmas Party, Turkey/Food Baskets Distribution, etc.).

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. As typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three to five years of progressively responsible experience in a City/Council Clerk's office and/or in a municipal government office, including at least one (1) year directly engaged in municipal records management.

Education:

A high school diploma or equivalent with supplemental business school or applicable college-level course work.

Knowledge, Skills and Abilities:

- Knowledge of public administration principles and practices.
- Knowledge of and experience with electronic document management systems.
- Knowledge of records management principles including but not limited to maintenance, retention, and destruction.
- Knowledge of Microsoft Office software (Outlook, Word, Excel, PowerPoint, and Microsoft Publisher); as well as the ability to learn, implement, and apply new computer technology to increase efficiency and effectiveness of operations.
- Knowledge of virtual platforms, such as zoom, google meet, etc.
- Skill in minute transcription and maintaining official records.
- Skill in establishing and maintaining effective working relationships with city attorney, elected officials, department heads, employees and professional groups, and the general public.
- Skill in assessing and prioritizing multiple tasks, projects and demands; and working with multiple and conflicting deadlines to complete projects and assignment.
- Ability to create and implement records management programs and procedures.
- Ability to manage creation of agendas and related packets for public meetings.
- Ability to communicate effectively, written and verbal; demonstrated ability to communicate effectively with various audiences.
- Ability to be neutral in dealings with elected officials, candidates, and the general public.
- be a team player, assist all Councilmembers to ensure work of the Council is completed and in a timely manner.

Any equivalent combination of education and experience will be considered. **EACH APPLICANT MUST INCLUDE INFORMATION THAT CLEARLY DEMONSTRATES THE ABOVE QUALIFICATIONS REQUIRED FOR THIS POSITION.**

Proficient in:

- Microsoft Office Suite, to include Word, Excel, Access, Publisher, PowerPoint, and Outlook.
- Maintaining confidential and sensitive information.

Highly Desirable Qualifications:

- Experience in municipal government or similar setting.
- Possession of an Associate of Arts degree from a business or community college in an appropriate curriculum.
- Bilingual and able to read, write and speak Spanish proficiently.

CERTIFICATES AND LICENSES:

- A valid driver's license is required.
- Notary license required within 6 months of hire.
- Maryland Clerk Certification is strongly preferred.
- Membership in Maryland Municipal Clerk's Association preferred.
- International Institute of Municipal Clerks preferred.

This is a full-time position and works at the pleasure of the Council. The incumbent would be expected to work extended hours or attend off-hour meetings as required and participate in Council sponsored events. If selected, the candidate must pass a background check, and a drug and alcohol screening. Starting salary \$26.44 - \$27.40 per hour, depending on experience. Please submit your resume to Karen Shultz at kshultz@cityofglenarden.org. **Closing date: August 13, 2021.**