



**City of Glenarden
Deputy Council Clerk
Part-Time (20 hours per week)
\$25.96 - \$26.92 per hour
Job Posting**

The Council of the City of Glenarden is seeking an experienced Deputy Council Clerk to provide general and administrative clerical support. The incumbent will be expected to provide assistance with maintaining and updating documents, such as municipal codes and/or the City Charter; assisting upon request in the preparation of ordinances, resolutions, or proclamations so that they can be executed, recorded, archived, or distributed. In addition to typing documents, compiling, and filing records, answering, and making telephone calls, scheduling appointments, and completing general office task pertaining to official business of the City Council. As required assist the Council Clerk with official actions such as minutes, ordinances, and resolutions.

Primary Functions:

- Provide assistance with maintaining and updating documents, such as municipal codes and/or the City Charter.
- Assist upon request in the preparation of ordinances, resolutions, or proclamations so that they can be executed, recorded, archived, or distributed.
- Performs general office duties, such as typing of various council related documents.
- Proofreads documents, records, or other files to ensure accuracy.
- Answer and screen incoming calls, routing calls and/or take messages.
- Schedule's phone and virtual platform (zoom, google meet, etc.) meetings.
- Manages sensitive and/or confidential information.
- Provides assistance with Council events and special projects.
- Assist with preparing meeting packets.
- As required and in the absence of the Council Clerk, may attend work sessions and/or City meetings, preparing and or assisting in the preparation of meeting material.
- Records and types meeting minutes for approval by Council and/or Council Clerk.
- Performs other functions as outlined by the Council President.

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:

- Two - three year of progressively responsible experience in a City/Council Clerk's office and/or governmental office, including at least one (1) year directly engaged in records management.

Education:

- A high school diploma or equivalent with supplemental business school or applicable college-level course work.
- Evidence of continuing education, such as certifications, is a plus.

Knowledge, Skills and Abilities:

- Knowledge of virtual platforms (zoom, google meet, etc.).
- Knowledge of correct English usage including spelling, grammar, punctuation, and vocabulary.
- 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.
- Skill in recordkeeping, report preparation and filing methods.
- Ability to work effectively and maintain attention to detail despite frequent interruptions.
- Ability to use discretion and independent judgment when responding to requests for meetings or information.
- Ability to maintain confidentiality, with tact and discretion.
- Ability to establish and maintain effective working relationships.
- Ability to complete work under time deadlines.

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.**

Desirable Qualifications:

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

This is a part-time (20 hours per week) position. 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 \$25.96 - \$26.92 per hour, depending on experience. Please submit your resume to Karen Shoultz at kshoultz@cityofglennarden.org. **Closing date: August 13, 2021.**