

PART TIME CLERK OF COUNCIL VILLAGE OF GREENHILLS

The Village of Greenhills is seeking a part time Clerk of Council. This position provides administrative support to the Mayor and Village Council. Must be able to work evenings of the 1st and 3rd Tuesday of each month, as well as some daytime hours.

The Clerk of Council:

- attends all regular and special meetings of the Village Council
- keeps the official records (minutes) of Village Council meetings and Committee meetings
- prepares legislation and agendas for Village Council, and keeps the official record of ordinances, resolutions and motions of Village Council
- complies with all State of Ohio public record requirements
- posts all required public notices in accordance with State and local notification requirements
- Writes mayoral proclamations and other communications for Mayor and Village Council
- Posts Council related documents at official posting sites and on Village web page
- Creates and updates on an ongoing basis a calendar of Council and Village Committee meetings and posts said calendar at official posting sites and on Village web page
- Assists with other administrative and meeting functions of Village Boards and Commissions as may be requested by the Mayor and Council.

A high school diploma is required. Work experience requirements include five years administrative work, preferably in a municipal government, or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job. Must possess a valid Ohio Motor Vehicle Operator's License.

This position pays \$20 per hour. Number of hours worked is negotiable.

If interested, submit resume to:

Evonne Kovach, Municipal Manager
Village of Greenhills
11000 Winton Road
Greenhills, Ohio 45218
E-mail: ekovach@greenhillsohio.org

The Village of Greenhills is an Equal Employment Opportunity employer.