

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

Telephone: (540) 667-1815
Website: www.winchesterva.gov

Deputy Clerk of Council

- Would you enjoy the unique experience of managing and overseeing administrative operations within the City Manager's Office?
- Does the idea of working collaboratively across workgroups and departments excite you?
- Does providing leadership and direction for a complex, high performing team sound fulfilling?
- Will you promote an innovative workplace by encouraging new ideas and adapting easily to change?

Winchester is an independent city in northwest Virginia located just 72 miles from Washington D.C. Due to its strategic location, size, and hometown feel, Winchester is a scenic escape for people in nearby larger cities and is the regional retail hub for shopping and dining as Winchester's daytime population swells to over 75,000 within its 9.23 square miles. The City has an outstanding strategic plan that includes goals and objectives, a clear vision, and a culture of collaboration.

The City is actively recruiting for the position of Deputy Clerk of Council which is responsible for the administrative and clerical operation of the City Manager's Office and City Council while maintaining confidential information under the direct supervision of the City Manager. This position is also a part of the City's Senior Leadership Team.

This individual is responsible for managing all the logistics of official meetings, specifically meeting legal requirements, rules of procedure, and recording and managing official records. As the official keeper of the City Seal, the Deputy Clerk is also responsible for certifying official government records and correspondence on behalf of the City Council. Lastly, the clerk serves as a liaison to each of the nine Council members to assist them with management and operational issues.

Salary is \$44,842.00-\$54,953.00 annually.

Example of Duties:

- Under the supervision of the City Manager, prepares agendas for Council meetings and work session; distribute meeting materials and correspondence to all Councilors, appropriate City personnel, and media;
- Attends all Council meetings, takes and prepares minutes, and record votes as necessary. May assist in the preparation of agendas, minutes and/or materials for the City's various Boards and Commissions;
- Answers inquiries from public and employees regarding City procedures and services;
- Plans, initiates and carries to completion clerical, statistical and administrative materials and activities;
- Processes payment of invoices, purchase orders, contract payments and tracking of those payment and purchase requests;
- Submits all purchase requisitions, including pertinent documentation for routine purchases, bids and emergency purchases; and
- Maintains current and accurate listing of membership on all Council appointed boards and committees; furnish to Councilors and appropriate City personnel on a periodic basis and assists with the appointment process.

Typical Qualifications:

High School diploma or equivalent is required. An Associate's Degree with course work in secretarial science, business administration or a related field and extensive experience in an office oriented occupation dealing with public interactions and general business administration is preferred. Possession of Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) certifications are preferred.

To apply for this position please visit the City of Winchester's Career Page at <https://www.governmentjobs.com/careers/winchesterva>.

"To be a financially sound City providing top quality municipal services while focusing on the customer and engaging our community."