



DEPARTMENT OF HUMAN RESOURCES  
CITY & SCHOOLS

CLERK OF COUNCIL

**The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Clerk of Council. Come join the dedicated professionals serving this dynamic city and its citizens. The Clerk of Council performs a wide variety of skilled clerical and administrative work for City Council, which is confidential and complex. For more information about City Council, please visit [Staunton City Council](#). The City of Staunton offers excellent benefits and a wide range of amenities. Staunton, with a relatively low cost of living, is known for its history, architecture, arts, and cultural and culinary delights.**

“One of the prettiest and most progressive towns in the South” and “20 charming mountain towns to visit this fall”- *Southern Living*

The City of Staunton is seeking a collaborative and energetic individual with strong public relations skills for our next Clerk of Council, a position that is appointed by and serves at the pleasure of City Council. Day to day supervision will be provided by the Assistant/Deputy City Manager as agent for City Council with final reporting responsibilities to City Council and/or the Mayor. Upon request of the Assistant/Deputy City Manager, in consultation with the Mayor, support is also provided to Planning Commission, Board of Zoning Appeals and other boards and commissions.

This individual has extensive knowledge of standard office practices, procedures, and equipment and, knowledge of business English, spelling, grammar and punctuation, and arithmetic. The individual has skill in the recording and transcribing of dictation and computer skills including word processing, database management and spreadsheets. This individual has the ability to: maintain information in a confidential manner; interpret and apply policies and procedures; establish and maintain effective working relationships with public officials, employees, and the general public; maintain a wide variety of complex records and files, index and cross reference permanent records and prepare clear and concise correspondence and other documents; follow oral and written instruction and work independently in the absence of specific instructions; conduct a wide variety of research work involving significant initiative, discretion, critical thinking, analysis and judgment and; the ability to think critically in order to formulate and implement particular projects and tasks.

The Clerk of Council:

- Manages the day-to-day operations of the City Clerk's Office, including independently answering routine office correspondence and public inquiries;
- Prepares agenda materials for work sessions, regular meetings and special called meetings under the supervision of the Assistant/Deputy City Manager;
- Distributes, posts and publishes agendas and notices of official actions of Council, and those boards and commissions to which support is provided;
- Attends all Council, and meetings of boards and commissions to which support is provided, and records and transcribes minutes in order to maintain accurate records of the proceedings of City Council and those boards and commissions to which support is provided. Meetings may be outside regular business hours;

116 W. Beverley Street Staunton, Virginia 24401

City: 540.332.3825 (office) 540.851.4020 (fax) Schools: 540.332.3920 (office) 540.332.3924 (fax)

- Electronically indexes all such proceedings for easy reference and maintains a record of the proceedings in permanent record form;
- Serves as in-house expert for the City's agenda management system and trains staff for its use as necessary;
- Prepares and distributes notices and legal advertisements for City Council meetings;
- Facilitates the indexing, codification, publication, and distribution of all ordinances and resolutions which establish long-term policy, the granting of franchises, and the establishment of municipal boundaries or duties and responsibilities of officers of the City and provides information on these matters to City staff as requested;
- Maintains a master list of all City boards and commissions, including the names of current members and their terms of office; maintains boards and commissions application files;
- Reviews records, forms, and other documents for accuracy, completeness, and conformance to rules and regulations; checks legal citations for accuracy; facilitates proper distribution;
- Witnesses, signs, and seals official City documents;
- Manages proclamation requests and approvals;
- Administers the notification, distribution and retention of various disclosure statements as required by the Virginia State and Local Government Conflict of Interests Act;
- Works closely with the City Attorney to ensure that Clerk and City Council actions comply with local and state laws; and
- Performs other related duties as assigned by City Council, Mayor and/or City Manager or Assistant/Deputy City Manager.

Applicants must possess a bachelor's degree from a four-year college or university with a degree in business or public administration, or related field, and experience in government at a responsible level, or equivalent combination of education and experience. Candidates with current Certified Municipal Clerk or Master Municipal Clerk certification are preferred. An otherwise qualified candidate may be allowed reasonable time to obtain certification. Serves as notary public.

FLSA: Non-Exempt  
 Grade: 14 (Full-Time)  
 Hiring Range: \$48,000-\$55,000  
 Start Date: On or around May 1, 2021

The recruitment will remain open until the position is filled. Interested applicants should complete an online application to include a resume and cover letter. For questions or to request a complete job description, please contact:

Jonathan Venn, Chief Human Resources Officer  
 City of Staunton/Staunton City Schools  
 116 West Beverley St (Human Resources, 2<sup>nd</sup> Floor City Hall)  
 Staunton, VA. 24401  
 504-332-3914  
 vennjg@ci.staunton.va.us

Closing Date: April 16, 2021  
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