

PART-TIME (HOURLY) CLERK – RECREATION COMMISSION

The City of Willoughby Hills is currently hiring a Clerk for Recreation Commission. This is a PT Hourly position, working 5 to 10 hours per week. Clerk also serves as backup Clerk for PC-ABR and BZA Clerk. Must be able to set up meeting, prepare agenda, post, record and take minutes for monthly Recreation Commission meetings. Starting pay is \$12.13 per hour. Send resume to: [gloriamajeski@willoughbyhills-oh.gov](mailto:gloriamajeski@willoughbyhills-oh.gov) or submit to 35405 Chardon Road, Willoughby Hills, OH 44094. Visit [www.willoughbyhills-oh.gov](http://www.willoughbyhills-oh.gov) for a complete job description.

EEOC

For publication on Sunday, March 12, 2017

## RECREATION COMMISSION CLERK

### JOB DUTIES:

#### For Recreation Commission Meetings:

- Prepare meeting agenda and post on website and put copy in Public Book in City Hall Lobby with draft minutes.
- Email members prior to agenda preparation for agenda items
- Email members prior to meeting with draft minutes and attendance intention (need quorum for meeting based on these intentions)
- Provide meeting notification to city website, WHTV.
- Contact News-Herald with notice or changes.
- Obtain 460 Fund information from Finance Director for meeting report
- Copy items for distribution to members via packets; prepare packets
- Set up meeting with name plates.
- Record meeting via Council Chambers recording device.
- Turn on Council Chamber microphones/TV for public viewing.
- Get Chairman's signature on minutes
- Make CD audio copy of meeting minutes for the file.
- Post signed minutes on website.
- Copy and distribute hard copy of approved minutes to Council and Public Book.
- Communicate Commission actions to proper parties after Commission meeting.

#### For PC-ABR (Planning Commission and Architectural Board of Review):

Fill in when the regular clerk is off (approximately \_\_\_\_ times per year).  
This entails attending the PC-ABR meeting (held the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month at 7:00 p.m.) to record the meeting via Council Chambers recording device.

#### For BZA (Board of Zoning Appeals):

Fill in when the regular clerk is off (approximately \_\_\_\_ times per year).  
This entails attending the BZA meeting (held the 2nd Tuesday of each month at 8:00 p.m.) to record the meeting via Council Chambers recording device.