

City of Wheeling City Clerk

Performs tasks outlined by the City Charter, collect & distribute information to City Council, City Staff and the public, administers the City Records Management Program, and serves as Election Administrator for City elections.

City Charter Provisions:

- * Give notice of all public meetings and public hearings of the City Council in a manner consistent with the City Charter and state laws.
- * Attend all public meetings & hearings of the City Council.
- * Keep the minutes of the proceedings of all public meetings and hearings of the City Council in a manner prescribed by the City Council consistent with applicable law.
- * Act as custodian of all official records of the City Council.
- * Hold & maintain the seal of the City & affix this seal of all appropriate documents.
- * Authenticate by signature & seal & record all ordinances, resolutions, & proclamations of the City.
- * Perform such other duties as may be required by the City Council consistent with the City Charter & the laws of the State of WV.

Other Duties & Responsibilities:

- * Prepare & provide City Council information including agenda packets, minutes, ordinances, resolutions, and contracts.
- * Serve as Records Management Officer & establish and/or maintain a Records Management Program for City records to include maintaining policies & procedures for creation, receipt, storage, retrieval, & disposition of records; assuring that all departments are in compliance & adhering to adopted retention schedules.
- * Archive & preserve official city records in accordance with the Records Management Program.
- * Administer all City of Wheeling elections in accordance with City Charter & State Election laws.
- * Receive & process requests for public information & petitions in accordance with applicable laws.

City Clerk:

- * Ensure codification of City ordinances are updated annually.
- * Administer the City's Boards and Commission appointment process.
- * Prepare department budget.
- * Attend other City meetings and functions as required.
- * Respond to public inquiries & matters & assist in resolving any problems or complaints.
- * Maintains an effective working relationship with the general public through community relations with various media-television, newspaper, school, businesses, community, & civic organizations.
- * Assists the public with questions requiring knowledge of policies & procedures & various election issues, community information, open records, historical records, & other functions.
- * Performs other related duties as assigned by the City Council or their designee.

Qualifications:

- * Bachelor's degree in Business Administration, Public Administration or related field.
- * Four (4) years direct City Clerk experience may substitute for degree requirement.
- * Currently hold, or obtain within two (2) years of employment, IIMC Certification as a Certified Municipal Clerk.
- * Two (2) years of progressively responsible municipal government experience (preferred).
- * Ability to obtain WV Notary Public.

Preferred qualifications:

- * Experience with working directly with a City Council.

Special requirements:

- * Must be able to have a flexible work schedule to include evenings & weekends as required.

Anyone with the required qualifications interested in applying for this position must submit a cover letter & resume by October 27 to:

Teresa Hudrlik, Human Resources Director
City of Wheeling
1500 Chapline Street / Room 301
Wheeling WV 26003

thudrlik@wheelingwv.gov