



CITY OF COLUMBUS JOB DESCRIPTION

POSITION: Recording Secretary

DEPARTMENT: Administration

IMMEDIATE SUPERVISOR: City Administrator

STATUS: Contract, Part time

POSITION SUMMARY

The Recording Secretary serves the City in a contracting role under the direction of the City Administrator. Responsible for recording the legal minutes of the City Council meetings, verbatim transcription of Public Hearings, and drafting notes for the City Council and Joint Planning Commission/City Council Workshops, and other informational meetings. Accuracy and timeliness are essential for this role.

BACKGROUND

Minutes are an official record of actions the City Council took at a meeting, not a record of everything that was said. They serve a historical purpose, but just as important, they serve a legal purpose, documenting the Council adherence to the City of Columbus ordinances, policies and procedures. Meeting minutes serve several purposes:

- **Provide structure:** Facts, decisions, votes taken, conflicts, attendees and other important details can be retrieved if needed. They serve as a public record of discussions for future reference, inform absent Council members of the discussion and decisions made, and inform the public of actions taken by the City Council.
- **Offer legal protection:** Auditors and the courts consider meeting minutes official records of the actions of the City Council.
- **Measure progress:** Meeting minutes can serve as a timeline of progress on projects, efficacy of decisions, and effectiveness of team members in terms of action steps.
- **Determine ownership:** Minutes record votes, owners of tasks and decisions.

Notes, as opposed to minutes, provide “takeaways” from workshops and other meetings that are informational in nature.

Transcriptions of public hearings provide an informative look at exchanges between public officials and citizens, and provide context and intent for City Council member’s votes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends, virtually or in person, or receives a recording of required meetings, held primarily in the later afternoons or evenings (City Council, Workshops and Public Hearings) and records minutes, notes and/or transcription of proceedings.
- Provides a copy of draft minutes, notes or transcripts to City Administrator for review and drafting task list.

- Maintains and delivers all permanent records to Deputy Clerk.
- Demonstrates sensitivity and discretion when attending meetings, not joining in discussions.
- Demonstrates a pleasant and courteous demeanor with the ability to establish and maintain effective working relationships with Council Members, City Hall department personnel and the public.
- Maintains confidentiality.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Self-motivated, detail-oriented, with strong time management skills.
- Excellent verbal and written communication skills.
- Ability to produce high quality, complete and accurate draft minutes, transcription or notes within the specified timeframe.
- Ability to synthesize the discussion and deliberations of the meetings into a concise, accurate and representative record of decisions, actions, judgments and in the case of informational meetings, take-aways.

MINIMUM QUALIFICATIONS 11/14/24 SEP

Education/Experience

- High school diploma or GED.
- A strong command of the English language with professional knowledge of correct grammar, punctuation, and spelling.
- Prior experience recording minutes for an organization or municipality.
- Advanced knowledge of Microsoft Office applications.

Desired Qualifications

- Prior experience working in a municipality.

Personnel Committee approved: 11/14/24