



Classification Specification Title: Clerk to Council

Department	General Government	Grade: GS.11
Supervision Received	Council Member	FLSA Status: Exempt -
Supervisory Responsibility	Council Support Specialist, Administrative Support Assistant 2	Established: Jul 1, 2014 Revision: Jul 20, 2026

CLASSIFICATION SUMMARY:

The position of Clerk to Council is an appointed position under the general supervision of the Chairperson of the City Council. The Clerk to Council serves as the official custodian of City Council legislative records and performs statutory duties established under Tennessee law and the City of Chattanooga Charter; serves as liaison on behalf and at the request of the Chairperson of the City Council to other department heads; manages legislative documentation and workflows; supervises departmental staff; perform other administrative duties necessary to maintain a high level of accountability of Council records and operation. In the absence of the Chairperson of the Council or Council members, the Clerk to Council is responsible for the day-to-day operations of the departmental staff dealing with constituents and administration.

SERIES LEVEL: The Clerk to Council is a stand-alone position.

ESSENTIAL FUNCTIONS: *(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Attends Council meetings and Council committee meetings, records a quorum, reads impending ordinances and resolutions, records Council votes upon request of the Chairperson, and ensures that minutes of meetings are accurately recorded, distributed, and signed.

Serves as the official clerk of the Chattanooga City Council and fulfills all statutory duties prescribed by state law and the City Charter.

Attests and certifies ordinances, resolutions, contracts, and other official legislative documents adopted by the City Council, ensuring proper handling and cross-referencing of all resolutions and ordinances.

Maintains resolution and ordinance books.

Answers questions and provides information concerning Council actions and pending matters.

Determines the cost of advertising ordinances that grant franchises, and collects these costs from franchise applicants prior to advertising.

Submits franchise ordinances to newspapers to determine advertising costs, which are paid by the applicant before publication.

Coordinates advertising for monthly rezoning requests, annual Council and committee meeting notices,

notices of special Council meetings, Audit Committee meetings, annexation and de-annexation requests, Charter amendments for ballot, and other items as requested.

Coordinates the preparation, publication, and distribution of official agendas for all regular, special, ad hoc, and emergency Council meetings in accordance with state law and City Code.

Coordinates required public notices for Council actions, hearings, and legislative proceedings, including, but not limited to, franchise ordinances, committee meetings, rezoning requests, and charter amendments.

Serves as a custodian of the official City Seal and affixes the seal and/or signature to authorized documents as required by law or Council action.

Administers oaths and affirmations for Council meetings, boards, commissions, and official administrative proceedings, independent of notary public status.

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; approving all leave types; and making hiring, termination, and disciplinary recommendations.

Approves office payroll, leave requests, and expense reports for Council staff.

Coordinates employee hearing requests with the Administrative Law Judge assigned by the State of Tennessee, including initial filing, docket number request, hearing location scheduling, and comprehensive hearing logistics preparation.

Supports continuity of legislative operations during emergencies, absences, or disruptions, including secure management of legislative records, meeting procedures, and statutory functions.

Submits enacted legislation for codification, maintains codification tracking, and coordinates with the designated codification service to ensure timely updates to the City Code.

Maintains official franchise records in the franchise file.

Responds to requests for official City records.

Acts on behalf of Council members on non-voting issues and questions.

Acts as liaison between Council, City department administrators, and/or the Mayor and his/her staff. Monitors departmental budget for the status of expenditures and account balances.

Manages the Council library and filing systems.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

None

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Public Administration, Political Science, English, or a related field with five (5) years of equivalent experience in or related to records management, including two (2) years of supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

Obtain Tennessee Municipal Clerk Certification within one (1) year of hire.

KNOWLEDGE AND SKILLS:

Knowledge of City Code and Charter sections regarding maintenance and preparation of official transactions of the City Council; functions of City departments sufficient to coordinate information between Council members, citizens and City department employees; modern office management methods; business English, spelling and arithmetic; supervisory principles and practices to efficiently direct the activities of the Council office staff; performance appraisal principles, practices and procedures to conduct effective performance appraisal discussions and to prepare accurate performance appraisal reports; digital software programs such as word processing, and electronic mail, to perform clerical activities in support of the office.

Ability to manage politically sensitive issues with neutrality and discretion as representative of the City Council; plan, direct and supervise the work of subordinate employees in a manner conducive to full performance and high morale; maintain a professional office environment to ensure efficiency of Council activities; maintain good public relations with subordinates, supervisors and the public; complete and maintain complex records and to prepare periodic reports from such records; to use sound independent judgment.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: Child Sensitive: Dept of Transportation (CDL):

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Revision History: 4/01/25; 8/27/24; 10/20/23; 9/18/14