

CITY CLERK  
POSITION DESCRIPTION

POSITION TITLE: City Clerk  
PAY STATUS: Full-Time Salaried Position  
EMPLOYMENT STATUS: At-Will  
FLSA STATUS: Exempt  
REPORTS TO: City Manager or his/her designee.  
SUPERVISES: Deputy Clerk and election workers

**PURPOSE OF THE POSITION:**

Under the general supervision of the City Council and City Manager, conducts elections, maintains all official City records, documents, and ordinances, and supervises voter registration. Acts as Clerk to the City Council and to other boards and commissions. The Clerk is responsible for personnel, insurance and purchasing functions of the City.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Serves as official custodian for the safekeeping and management of all City records and papers, including all actions of the City Council, ordinances, and licenses. Indexes, files, and otherwise maintains complex record keeping systems for all official City documents.
2. Oversees the registration of voters, the preparation of voter identification cards, and the maintenance of voter records.
3. Conducts all elections held in the City according to established procedures, records and verifies results. Prepares legal notices, absentee ballots, and voting equipment.
4. Prepares agenda items, takes meeting minutes and maintains records for City Council, Planning Commission, Zoning Board of Appeals, and other boards and commissions as required. Oversees the publication of all legal notices as required by law.
5. Plans and organizes workloads and staff assignments. Oversees the hiring, training, supervision and evaluation of departmental employees and election workers.
6. Responds to citizen inquiries regarding election processes, Council or board meeting issues, administrative policies and Freedom of Information requests.
7. Develops drafts of new ordinances, ordinance amendments and City policies for review. Recommends changes to City policies or operating practices as appropriate.
8. Administer Purchasing Policy and procedures, take bids and requisitions for city purchases, approve all purchases and contracts according to budget.
9. Freedom of Information Act Coordinator
10. Oversees all human resources functions, including maintaining personnel records and coordination of benefits.
11. Researches and prepares reports on a variety of subjects.

12. Develops and administers the department's budget, plans for capital improvements, manages departmental inventory and purchasing, and oversees equipment maintenance.
13. Assists the Finance Department as needed.
14. Become familiar with duties and responsibilities of specific office personnel, as assigned by the City, to be able to perform the functions of the office personnel in their absence.
15. Become familiar with duties and responsibilities of office personnel in general and, when required, perform the general duties of other office personnel.
16. Keeps abreast of professional developments and technological advances in elections and other clerks functions through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
17. Works cooperatively with other City Hall employees as one member of an administrative team. Answers phones, responds to inquiries, takes complaints, routes messages and voicemails, works the front counter and performs other administrative tasks pertaining to serving the public.
15. Performs related work as required.

**TO DO THIS TYPE OF WORK, YOU MUST BE ABLE TO:**

Meet the following criteria: minimum qualifications, physical demands, environmental conditions, language skills, education, vocational preparation, and/or experience requirements that may be needed to perform successfully the tasks described within this position description.

**MINIMUM QUALIFICATIONS:**

- Experience requirements include five years of progressively more responsible experience in office management or related field, preferably in a municipal setting.
- Thorough knowledge of the laws, ordinances and related legislation pertaining to records management, elections, voter registration, and issuance of permits and licenses.
- Thorough knowledge of modern office procedures and practices, and skill in applying them.
- Good knowledge of the City Charter, related ordinances, and the policies, procedures, and regulations governing municipal government.
- Good knowledge of the structure of municipal government and the functions of various departments.
- Skill in preparing, maintaining and updating records and documents.
- Skill in operating basic office equipment including computers with word processing and specialized software.
- Ability to establish effective working relationships and use good judgement, initiative

and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies and municipal professionals.

- Ability to effectively communicate and present ideas and concepts orally and in writing, and to work effectively under stress and changes in work priorities.
- Ability to attend meetings scheduled at night or at times other than regular business hours, and skill in recording meeting minutes.
- Ability to maintain complex record-keeping systems and prepare comprehensive reports.
- Ability to train and supervise the work of others.

#### TOTAL EDUCATION, VOCATIONAL PREPARATION, AND/OR EXPERIENCE REQUIREMENTS:

1. Graduation from an accredited four-year college or university with a degree in public administration or a closely related field; and
2. Two-five years experience in the field; or
3. At the City's discretion any equivalent combination of education and experience, with additional education or experience substituting on a year for year basis for the required education or experience.
4. Certified municipal clerk or master municipal clerk designation preferred.

#### PHYSICAL DEMANDS:

The following demands are representative of the physical requirements necessary to perform the various duties and responsibilities of this position.

1. Work is performed predominantly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
2. While performing the duties of this job, the employee is frequently required to walk, sit, stand, talk and hear.
3. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
4. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.
5. The employee must occasionally lift and/or move up to 30 pounds
6. Specific vision abilities required include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
7. The Employee must be able and willing to work irregular and/or extra hours, as required.

#### ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of the conditions an employee encounters while performing the essential functions of this job.

1. The noise level in the work environment is typically of normal conversation amplitude.

#### LANGUAGE SKILLS:

1. Must have developed language skills to the extent of being able to communicate effectively with co-workers and the general public; read instructions, rules, etc.; and be capable of looking up unfamiliar words in a dictionary for meaning, spelling, and pronunciation.
2. Thorough knowledge of English grammar, spelling and punctuation.
3. Be able to compose letters, prepare reports, write complete sentences and use proper punctuation.

#### OTHER SPECIAL REQUIREMENTS:

1. Must possess or acquire prior to employment a valid driver's license. If applicable, must acquire a valid MI Driver's License within sixty (60) days of employment.
2. The willingness, ability, and desire to keep abreast of changing technology through attending seminars, enrollment/and active participation in one or more of the agencies/associations affiliated with local government.
3. Must pass a criminal background check, physical examination, drug screening, reference and employment history checks, and oral interviews.

#### ADDITIONAL EMPLOYMENT CRITERIA

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of work-related duties and responsibilities does not preclude them.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The individual employed by the City for this position is an "employee at will" and can be terminated from employment from the City at any time, with or without cause, with or without notice, within the terms and conditions as established by federal and state law, the City Code of Ordinances and the City Charter.

#### PRE-EMPLOYMENT/POST-OFFER REQUIREMENTS

Any offer of employment is contingent upon taking and passing a criminal background check, physical examination, drug screening, reference and employment history checks, and oral interviews. Any offer of employment is also contingent upon successfully passing an interview process.

Applicants who refuse to submit to testing or who do not pass all tests or provide required documents will not be hired or retained in employment.