

CITY CLERK

POSITION SUMMARY: Plans and directs the activities and programs of the City Clerk's Office. This is a Department Head position and will partner with members of the City's leadership team to develop and ensure progress towards strategic goals. The scope of responsibility includes technical, administrative and professional work related to City Clerk's Office activities such as maintenance of official city records, issuance of licenses, registration of voters and the conduct of elections; to act as Clerk to the City Council, and to other boards and commissions. The work involves the planning of activities, and the selection, training, assignment and supervision of the Clerk's Office staff. The City Clerk shall perform those duties specified in the City Charter.

SUPERVISION RECEIVED: Work is performed under direction of the Mayor and City Council (with operational direction from the City Manager).

SUPERVISION EXERCISED: Supervision is exercised over departmental personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

In accordance with the City Charter:

1. The Clerk shall be the Clerk of the City Council and shall attend all meetings of the Commission and shall keep a permanent journal of its proceedings in the English language.
2. The Clerk shall be custodian of the city seal, and shall affix it to all documents and instruments requiring the seal, and shall attest the same. The Clerk shall also be custodian of all papers, documents, bonds, and records pertaining to the city the custody of which is not otherwise provided for.
3. The Clerk shall certify by signature all ordinances and resolutions enacted or passed by the Commission.
4. The Clerk shall provide and maintain in the office a supply of forms for all petitions required to be filed for any purpose by the provisions of this charter.
5. The Clerk shall have power to administer oaths of office.
6. The Clerk shall perform such other duties as may be prescribed by this charter, by the Commission or by the City Manager.

Other Duties:

1. Plans, organizes, and directs all aspects of the City Clerk's Office, including budget, personnel, planning and general administration. Develops departmental mission and long-term plans to realize goals in accordance with the City Charter, City vision and needs.
2. Works cooperatively with departments on the preparation of legal notices, resolutions, ordinances and proclamations.

3. Reviews, develops and implements policies and procedures and assists departments on the preparation of administrative and Council policies.
4. Supervises the registration of voters and the conduct of all elections. Supervises the selection and training of election boards, publishing of election notices and issuance of absentee ballots. Maintains proper security, accuracy and statistical reports.
5. Interprets election laws, ordinance provisions and resolutions adopted by the City for City Council, boards and commissions, City departments, and the public.
6. Ensures compliance with the Freedom of Information Act and Records Retention regulations.
7. Supervises the issuance of licenses, permits, and leases. Records and files deeds, rights-of-way, bonds, contracts and proof of publications of all city functions.
8. Directs the advertising in connection with public hearings, ordinances, or other municipal matters.
9. Supervises advertising, receipt and opening of bids.
10. Provides information for City Council, boards and commissions and various public inquiries, including the maintenance of all official meeting minutes of any City appointed Board or Commission.
11. Serves as a liaison to boards and committees as assigned by the City Manager.
12. Keeps abreast of legislative or regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
13. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in business, management, public administration or related field, plus three years progressively responsible experience in local government or business office management, or a combination of education and experience which provides the required knowledge, skills and abilities.
- B. Possess designation as an IIMC Certified Municipal Clerk or make satisfactory progress to obtain certification after appointment to the position.
- C. Knowledge of and experience in municipal government operations and elections administration.
- D. Demonstrates proficiency in the use of information technology including election equipment and software applications related to areas of responsibility, and has the ability to quickly learn other technology as necessary.

- E. Proven ability to think strategically, communicate effectively and maintain favorable public relations. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- F. Demonstrates ability to effectively train, lead, motivate and supervise employees and evaluate the work of others.
- G. Demonstrates ability to research and interpret complex information such as laws, open meetings, freedom of information requests, City Charter and ordinances, elections and records management.
- H. Ability to communicate and present information effectively, both in verbal and written manners to varied audiences.
- I. Has established effective and cooperative working relationships and uses tact, good judgment and resourcefulness when working with elected officials, boards and commissions, superiors, associates, subordinates, vendors, volunteers, other organizations and the public.
- J. Proven ability to maintain a professional leadership image to the organization and the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision and values of the department and the City.
- K. Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines and changing work priorities.
- L. Possession of a valid Michigan motor vehicle operator's permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of moderate weight, including election equipment. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in a business office setting. The employee will also work in the field requiring the employee to drive in inclement weather. This includes the records retention center and polling locations. The noise level in the work environment ranges from quiet in the office to noisy in the field.

Revised December 1993
Format Revised April 2005
Revised December 2014
Format Revised September 2018