

City Clerk Job Description

Position Summary: The City of Marine City is seeking an individual for the position of City Clerk. Appointed by the City Manager, this key administrative position coordinates a variety of tasks and projects related to the administration of front office operations, customer service, maintenance of City records, supervision of assigned staff, and other high level administrative duties. The City Clerk serves as the Clerk of the City Commission and official custodian of the City seal and all City records, documents, ordinances, resolutions and regulations. The City Clerk registers voters and conducts national, state, and local elections.

Supervised by: City Manager

Supervises: Deputy Clerk, Election workers/volunteers and coordinates the work of others assigned to assist with Clerk Department functions.

Work Schedule: 7:30 am to 6:00 pm Monday – Thursday. This position also requires the ability to attend meetings scheduled at times other than normal business hours.

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties that the employee may be expected to perform:

- 1) Oversees front office activities related to the Clerk function. Responds to telephone inquiries, assists customers at the counter, and provides general administrative and clerical support to the City Manager and other departments, as requested.
- 2) Serves as Clerk of the City Commission and subsidiary boards and commissions. Prepares and posts meeting schedule and maintains membership and terms of office information for all boards and commissions. Prepares meeting agenda packets, proclamations, posts & publishes public hearing notices (in accordance with the City Charter and Michigan law), and attends regular and special meetings, including those held outside of normal business hours; records and transcribes minutes and records all ordinances and resolutions of the City Commission.

- 3) Serves as the official custodian of all City records, papers and documents. Codifies ordinances, files and maintains a comprehensive record keeping system for all official City documents. Provides ample notice to the appropriate departments and officials regarding the expiration or termination of any franchise, contract, or agreement. The City Clerk shall serve as the FOIA Coordinator.
- 4) Acts as official custodian of the City seal; certifies ordinances, resolutions, and other documents requiring a City seal; administers oaths of office.
- 5) Registers voters and conducts elections. Maintains related computer and paper files, and issues voter identification cards. In coordination with the Election Commission, prepares legal notices, establishes voting precincts, issues and certifies petitions, issues absentee ballots, and prepares voting equipment. Recruits, trains and supervises election workers according to City Charter and State Election law. Reports total of election returns to County Clerk. Serves as secretary of Election Commission.
- 6) Regularly appraises elected officials, City Manager and City Attorney of changes, updates, or modifications to election laws.
- 7) Issues Business Licenses and other authorized licenses or permits, such as Special Event Permits and Peddler's Permits, according to established code, procedure and policy. Gathers associated documentation, arranges for inspections, obtains requisite approvals and maintains related records. Maintains annual registration of existing businesses and notifies Assessor of new businesses for addition to the personal property roll; and, also notifies Assessor of closure of businesses for deletion per the personal property roll.
- 8) Coordinates cemetery sales, issues deeds and maintains related cemetery records, including computerized data management system. Arranges grave openings and closings, foundations, and other activities related to burials, as needed.
- 9) Responds to general inquiries and freedom of information requests according to established procedures and associated laws. Coordinates with the City Manager and legal counsel, and refers items to other City departments as necessary.
- 10) Prepares departmental budgets for City Clerk, Elections, and Water & Sewer.

- 11) Ensures a proper inventory of office supplies and departmental forms. Coordinates service activity related to voting equipment and computer systems to effectively meet operational demands.
- 12) Assists in purchasing activities, including preparation of bid notices and processing bid openings.
- 13) Maintains public and confidential files related to OSHA/MIOSHA reports, Worker's Compensation records, and general liability claims and incidents.
- 14) Maintains Code of Ordinances. Updates code books.
- 15) Administers application process for Industrial Facilities Tax Exemption Certification (IFTEC) and other applicable applications or filings as required by ordinance or statute.
- 16) Maintains and updates the City's website and Social Media page(s), as necessary.

ADDITIONAL JOB FUNCTIONS

- Responsible for supervision of all utility billing functions.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Applicants for this position should possess the following minimum qualifications at the time of application. Equivalent combinations of experience and training may be considered.

- A high school diploma or the equivalent, with additional training in office administration, is required. An Associate's Degree, or the equivalent in business administration, or a related field is preferred.
- Four or more years of experience in an administrative or clerical support position are required. Previous supervisory experience and work experience in a municipal Clerk's department or other municipal office setting is preferred.
- Excellent written and verbal communication skills.

- Certification as a Michigan Municipal Clerk, or the ability to become certified, is required. Additional ongoing participation in State, County or other related training programs is required.
- Knowledge of the City Charter, local ordinances, state and federal laws, and regulations pertaining to records management, public information, elections, voter registration and other topical areas pertinent to the City Clerk function.
- Thorough knowledge of the Michigan Open Meetings Act and Freedom of Information Act and the City's obligations under both.
- Knowledge of the principles and practices of general business administration and professional office management.
- Knowledge of City services, organizational structure and general operations, to effectively direct and assist the public.
- Skill in recruiting/training volunteer staff and effectively coordinating their activities.
- Skill in maintaining complex record keeping and document retention systems.
- Skill in the use of voting and office equipment, including computers and related software.
- Ability to multitask and complete work with a high degree of accuracy.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness when dealing with other employees, professional contacts, the media, elected officials, and the public.
- Prior experience and knowledge of financial recordkeeping, bookkeeping, and banking practices, utility billing, including prior experience using BS&A software is preferred.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time; communicate with others in person or by phone; and, move around the office to assist customers, file and complete other administrative duties.