

CITY OF REED CITY

JOB DESCRIPTION

CITY CLERK

Supervised By: City Manager
Supervises: Clerical staff assigned to the Clerk's office

Position Summary:

Under the general supervision of the City Manager, directs the daily operations of the Clerk's office. Serves as Clerk to the City Council, maintains all official City records and ordinances, oversees the registration of voters and conducts elections.

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.

1. Serves as official proceeding recorder for the City Council. Attends meetings, and records meeting minutes as necessary. Assists other boards, commissions, and committees as requested, preserving the official proceedings.
2. Supervises departmental personnel. Trains, schedules, monitor and evaluate departmental employees according to established procedures. Hires, promotes and disciplines departmental employees subject to approval by the City Manager.
3. Serves as the official custodian for the safekeeping and management of all City records and documents and the City seal. Certifies ordinances and resolutions. Administers oaths of office, and issues permits and licenses. Serves as Notary Public for City business.
4. Oversees the administration of elections consistent with federal, state, and local laws. Conducts all elections held in the City; national, state, local, school and special elections. Oversees voter registration and maintenance of voter registration files.
5. Recruits, trains and supervises election workers. Prepares legal notices, absentee ballots, and supplies. Coordinates with County, State and Federal units when necessary to ensure the purity of the election process.
6. Serves as Freedom of Information Officer for the City. Coordinates all Freedom of Information Act requests.
7. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used. Identifies departmental needs and oversees inventory and purchasing for the Department.
8. Serves as Accounts Payable clerk responsible for processing and verifying invoices, resolving account issues and processing payments in a timely manner. Requires the ability to understand payment, accounting and budgeting.

9. Prepares agenda items, takes minutes and maintains records of City Council and various committees, authorities, and commissions. Publishes all legal notices as required by law.
10. Receives and processes staff and citizen inquiries regarding general information research, election processes, administrative policies and Freedom of Information Act requests.
11. Manages cemetery sales and related records. Completes work orders, prepares deeds, processes lot registrations and coordinates burial activities with funeral homes and families as necessary.
12. Maintains personnel files for past and current City employees. Processes information, enters data and manages confidential information.
13. Manages worker's compensation coverage for City Employees. Serves as liaison to insurance providers and maintains and processes related claims and reports.
14. Receives, compiles, and processes citizen claims of personal injury and property damage/loss reports. Gathers police reports, supervisor reports and researches cost estimates.
15. Provides administrative and special project support to the City Manager, City Attorney and City Council. Researches and prepares correspondence, reports, records, and other documents as necessary.
16. Receives, screens and directs telephone calls and visitors to City offices as necessary. Responds to standard inquiries, provides general information regarding City operations, and receives and records payments to the City.
17. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree, or equivalent work experience, in business or public administration or related field.
- Five years of experience in public administration, finance, or a business office, or related setting, including some supervisory experience.
- Valid State of Michigan Vehicle Operator's License.
- Certification as a Notary Public. (must attain within 60 days)
- Certification as a Municipal Clerk is highly desirable.
- Certification as an Elections Inspector and Election Officials State Accreditation (must attain within 1 year).
- Thorough knowledge of the laws, ordinances and other regulations pertaining to records management, public information, elections and voter registration, and general municipal administration.

- Thorough knowledge of the rules of public meeting conduct and open meetings act.
- Knowledge of the City Charter and official City policies, and the laws and ordinances governing elections, record keeping, and access to public information.
- Knowledge of modern office administration, supervisory practices and procedures.
- Considerable skill in composing letters, memoranda and reports, and establishing and maintaining records, accounts and files.
- Skill in compiling data, conducting research, and preparing comprehensive and accurate reports.
- Ability to understand and follow complex oral and written instructions, prioritize demands, and work independently.
- Ability to critically assess situations and solve problems, communicate effectively in normal and contentious situations, and work well under stress and within deadlines.
- Ability to plan, coordinate, and supervise the work of others.
- Ability to operate general office equipment and machines, personal computer, calculator, typewriter, photocopier, facsimile and postage machine.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies and municipal professionals.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to attend meetings outside of normal business hours.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 by telephone, email or in person, and move around the office or travel to other locations. The employee must occasionally lift and/or move lightweight items. The noise level in the work environment is usually quiet.