

## City of Ironwood – Job Description

### **City Clerk**

#### **General Summary**

Under the general supervision of the City Manager and City Commission (appointed by the City Commission), oversees elections and serves as official custodian of all City records and documents. Manages and directs staff engaged in Clerk operations. Serves as Clerk to the City Commission. This position also serves as an integral member of the Executive Management Team responsible for providing leadership support to the City Manager.

#### **Supervision Received**

Work is performed under the general supervision of the City Manager. This employee plans and carries out ongoing work and special assignments with considerable independence according to established policies and objectives. The work is usually checked through conferences and the review of reports.

#### **Supervision Exercised**

Ongoing supervision is exercised over a small staff of office employees and a moderate-sized group of temporary election workers.

#### **Essential Duties and Responsibilities**

An employee in this position may be called upon to do any or all the following (**Does Not** include **all** tasks employee may be expected to perform):

1. Supervises Clerk's Department staff. Participates in the recruitment and hire of personnel; plans, assigns and coordinates workloads; evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
2. Develops and administers annual departmental budgets and ensures that the authorized budgetary and purchasing procedures are properly carried out.
3. Develops, recommends and ensures adherence to Clerk's Department policies and procedures.
4. Serves as Clerk to the City Council. Attends meetings, records meeting minutes, and assures legal notices are published. Assists other boards, commissions, and committees as requested. Posts notices and ensures proper dissemination of council actions and activities.

5. 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.
6. Oversees the administration of elections consistent with federal, state, and local laws. Conducts national, state, local, school, and special elections. Oversees voter registration and maintenance of voter registration files. Creates charts of predetermined results for each precinct.
7. Prepares petitions, resolutions, and publishes official notices.
8. Serves as Freedom of Information Officer for the City. Researches information, gathers documents, confers with other departments and/or the attorney as needed, and ensures timely and compliant responses to all Freedom of Information Act requests.
9. Serves as the Title VI Coordinator.
10. Performs and supervises numerous administrative duties related to monthly invoicing, cemetery operations, tax abatement applications, contract administration, licensing, records maintenance and document retention. Prepares and submits forms and reports.
11. Oversees the City's risk management activities and acts as liaison with the City's liability insurance provider. Communicates with customers and insurance agencies, gathers information and resolves issues.
12. Serves as the Workers' Compensation City representative for filing claims and other information with the City's Workers' Compensation Insurance Company.
13. Performs the duties of other Clerk staff as necessary. In this capacity, may work the front desk, answer phones, process mail, receive payments, issue licenses, and respond to public inquiries and investigate complaints. Assists in planning and provides coordination for various special events.
14. Performs related work as required

### **Minimum Qualifications for Employment**

- Education and Experience:
  1. High school diploma, or GED equivalent
  2. An Associate Degree, preferably supplemented by a bachelor's degree from a recognized school or university, with specialization in business or public administration, or related field
  3. Minimum of five (5) years of progressively more responsible experience in a related field with a recommended two (2) years of supervisory experience or equivalent.
  4. Any equivalent combination of education and experience.
- Necessary Knowledge, Skills and Abilities:
  1. Excellent communication skills to assist citizens, staff, and elected officials with various requests for information.
  2. Ability to have an even disposition and temperament and be able to take constructive criticism without being defensive.
  3. Carry an unblemished record of ethical and professional conduct is essential, and complete personal and professional integrity.
  4. Ability to multi-task and prioritize in a stressful environment.

5. Ability to effectively present information and respond to questions from employees, the City Manager, City Commission, and public.
6. Ability to research various topics according to the City Charter, City Code, and State Law.
7. Knowledge of modern office management procedures and practices, various computer programs (Microsoft Office and BS&A), purchasing, general accounting, copying, and document management.
8. Knowledge of the state election laws and city regulations governing the operation of the city clerk's office.
9. Skill in compiling and evaluating complex data and information.
10. Skill in developing and maintaining effective working relationships with city officials; representatives of the business and community groups, fellow employees and the general public.
11. Skill in handling difficult public relations issues with tact and diplomacy.
12. Must be able to meet rigid deadlines and perform quality work in an efficient and meaningful manner.
13. Experience with proper document storage, filing systems, and retention schedules.
14. Excellent keyboard, spelling, and work processing skills.
15. Ability to take minutes accurately and proficient.
16. Ability to attend meetings and respond to emergencies outside of normal business hours.

### **Other Requirements**

1. A valid driver's license, a satisfactory driving record, and the ability to maintain one throughout employment.
2. Completion of a proficiency test.
3. Obtain certification as a Michigan Municipal Clerk within six (6) years.
4. Obtain certification as a State of Michigan Accredited Election Official within six (6) months.
5. Obtain certification as a Passport Agent within six (6) months.
6. Must become a Notary Public within six (6) months.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 for extended periods, review, and produce written documents, work on a computer, communicate by telephone, email or in person, and move around the office.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; stoop, kneel, see, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee primarily works in an office setting. The noise level in the work environment is usually quiet. The employee may be required to travel outside of the office, which may cause exposure to temperature changes and inclement weather.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*