

**CITY OF TECUMSEH
JOB DESCRIPTION**

CITY CLERK

Supervised by: City Manager
Supervises: Utilities Billing/Elections Clerk and election workers.
Type: Exempt

Position Summary:

Under the general supervision of the City Manager, conducts national, state and local elections, serves as official custodian of the City seal and all City records, documents and ordinances, administers oaths of office, and supervises the registration of voters.

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 custodian for the safekeeping and management of all City records and papers. Oversees the codification of ordinances, catalogues, files, and otherwise maintains comprehensive record keeping systems for all official City documents. This includes all City Board and Commission appointments, terms and resignations.
2. Acts as official custodian of the City seal and administers oaths of office. Certifies ordinances, resolutions, contracts, and other documents requiring a City seal. Accepts claims and other legal papers on behalf of the City.
3. Assists in the preparation of Council materials and paperless meeting packets, attends regular and special Council meetings, records, transcribes and indexes minutes. Publishes public hearings and meetings, ordinances, bid advertisements, and all other legally required notices.
4. Issues municipal and other regulatory licenses and permits in accordance with City ordinance and other regulations. Conducts all bid openings for the City.
5. Conducts elections and oversees voter registration in the City. Prepares legal notices, certifies petitions, issues absentee ballots, and develops test decks for automated voting equipment. Recruits, trains and supervises election workers.
6. Serves as Freedom of Information Act Coordinator. Responds to inquiries and requests for information according to policies and laws regarding access to public information. Directs complex requests through appropriate legal channels and refers specific questions to other City departments.
7. Conducts research, compiles information, and prepares reports on a variety of subjects as requested. Assists in the preparation of ordinances and resolutions as directed.

8. Keeps abreast of professional developments and technological advances in public administration and elections and records management through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
9. 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:

- Associates Degree in business, office management, public administration, or related field, or minimum five years combined post-secondary education and experience as a municipal Clerk or Deputy Clerk.
- Three or more years in responsible secretarial or administrative support position, preferably in a municipal setting with at least one year of supervisory responsibility.
- Certification as a Municipal Clerk desirable.
- Thorough knowledge of state and federal laws, ordinances and other regulations pertaining to records management, public information, elections and voter registration.
- Thorough knowledge of general public administration including the Open Meetings Act and Parliamentary Procedures.
- Thorough knowledge of the principles and procedures of professional office management.
- Knowledge of municipal rules and regulations including municipal charter, ordinances and official policies.
- Thorough knowledge of municipal services, organizational structure and general operations to effectively direct and assist the public.
- Skill in accurately compiling and evaluating data and information, and preparing clear and accurate reports.
- Skill in maintaining complex record keeping and document retention systems.
- Skill in the use and maintenance of automated voting and office equipment, including computers and related software, and the ability to type with speed and accuracy.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.

- Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies on a 24-hour basis.
- Ability to effectively communicate ideas and concepts orally and in writing, and make presentations in a public forum.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, elected officials, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

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

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and electronic documents. The employee must occasionally lift and/or move items of light weight. The employee is frequently required to attend meetings.

The employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate.