

**CITY OF LATHRUP VILLAGE  
JOB DESCRIPTION**

**CITY CLERK**

**Supervised By:** City Administrator  
**Supervises:** Election Inspectors and administrative staff as assigned  
**Salary Range:** \$55,000 - \$65,000 plus benefits, DOQ

**Position Summary:**

Under the general supervision of the City Administrator, serves as Clerk of the City Council and custodian of the City Seal. Administers elections and oaths of office and serves as official custodian of all City records and documents. Provides routine and complex administrative work in the maintenance of City records, issuance of licenses and permits, and coordination of community room rentals.

**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 Clerk to the City Council. Attends meetings, records and prepares official meeting minutes, and assures legal notices are published. Prepares and edits resolutions, proclamations, ordinances, and other official documents. Assists other boards, commissions, and committees as required. Assists in preparation and distribution of agenda and packets. Prepares and publishes all official notices and otherwise ensures proper dissemination of council actions and activities.
2. Serves as official custodian for the safekeeping and management of the City seal and all City records and papers, documents, and bonds. Administers oaths of office, certifies, signs, and records official documents. Oversees the codification of ordinances. Catalogues, files, and otherwise maintains comprehensive record keeping systems for all official City documents. Provides ample notice to the appropriate departments and officials of the expiration or termination of any franchise, contract or agreement.
3. Administers all elections held in the City in accordance with Federal, State, and local laws. Prepares legal notices, issues absentee ballots, and forwards returns to the County Clerk. Hires, trains, supervises, and schedules election workers. Maintains election equipment and coordinates the set up and tear down of voting equipment.
4. Oversees the registration of voters, the preparation of voter identification cards, and the maintenance of voter records. Coordinates voter record information with other agencies.
5. Serves as the City's Freedom of Information Act (FOIA) coordinator. Assists in researching and compiling information and coordinates with the City Administrator and/or City Attorney as needed.
6. Attends to the counter and phones as needed, receives and posts payments, and provides general information regarding City operations, policies and procedures. Serves as a key liaison to the public, responding to routine and complex inquiries and assisting the public with a broad range of issues and needs.

7. Oversees and participates in the issuance of various licenses, permits, and applications. Coordinates process with appropriate departments, collects related fees, and maintains related files. Prepares license and permit activity reports as requested.
8. Prepares and administers the annual Community Development Block Grant (CDBG). Administers grant program, prepares the annual application, publishes public hearing notices, attends related seminars, and completes related reporting requirements. Assists in the administration of other City grants as needed.
9. Administers a variety of liability insurance claims with third-party insurance carrier. Collects related information, files necessary reports, and maintains related files.
10. Prepares regular status and special reports as requested by the City Administrator or City Council, and as required by other entities. Completes special projects and makes presentations as requested.
11. Prepares communication materials for the city including bi-annual "Your Town" newsletter, weekly City e-Newsletter, and other community publications. Manages and monitors city social media accounts, and maintains the City website.
12. Maintains inventory of office supplies and places restocking orders according to established purchasing procedures.
13. Attends meetings, conducts research, prepares reports, and completes special projects as assigned.
14. Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops and seminars.
15. Performs other 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.*

- An associate's degree or equivalent in business administration, public administration, or related field is required.
- Two or more years of experience in a related setting, preferably in a local government setting.
- State of Michigan Vehicle Operator's License, a satisfactory driving records, and the ability to maintain one throughout employment.
- Certification as a Municipal Clerk.
- Certification as a Notary Public or the ability to become certified is required.
- Substantial knowledge of the City Charter, official City policies, rules of public meeting conduct, and the laws and ordinances governing elections, record keeping, and access

to public information.

- Thorough knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Skill in taking minutes, maintaining and updating complex records and documents, compiling and evaluating data and information, and preparing clear and accurate reports.
- Skill in the use and maintenance of automated office equipment, including computers and related software, and the ability to set up, operate and train others in the use of voting equipment.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours and work extended hours during elections.

**Physical Requirements and Work Environment:**

*The physical demands and work environment 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 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 by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

During elections, the employee is required to work extended hours, travel between sites, set up and tear down election equipment, and must lift and/or move items of moderate to heavy weight. The noise level in the work environment is usually quiet to moderate.