



POSITION DESCRIPTION

Position: Deputy City Clerk		Department: Clerk's Office	
Reports to: City Clerk		FLSA Status: Exempt	
Location: Civic Center	Division: N/A	Pay Grade N/A	
Revised: October 16, 2017	Last Reviewed:	Union: N/A	Status (FT/PT/Temp): Full-time

GENERAL PURPOSE

Provide a variety of routine and complex supervisory, clerical, and administrative work in the administration of the city government, through the office of the City Clerk.

SUPERVISION RECEIVED

Work under the general supervision of the City Clerk.

SUPERVISION EXERCISED

Exercise supervision over clerical and other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage and supervise assigned operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff, review progress and direct changes as needed.

Provide leadership and direction in the development of short and long range plans; plan, gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.

Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor expenditures in assigned area to assure sound fiscal control.

Process all purchase orders, including allocation of funding, prepare all proof and updates, and submit to finance officer for payment.

Work with Clerk to determine work procedures, prepare work schedules, and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations.

Issue written and oral instructions; assign duties and examine work for exactness, neatness, and conformance to policies and procedures.

Perform or assist subordinates in performing duties.

Assist with coordinating the administration of all elections, election workers, coordinate registration, prepare program for computer set up of voting devices, issue petitions and check validity of signatures, prepare list of precinct inspectors for approval by election commission.

In absence of City Clerk, serve as custodian of official city records and public documents; perform certification and recording for the city as required on legal documents and other records requiring such certification; seal and attest by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification; catalog and file all city records.

In absence of City Clerk, attend regular and special city council meetings; oversee or perform an accurate recording of the proceedings, preparation of the minutes using proper legislative terminology recording, indexing and filing for the public records; distribute information as requested.

Assist in preparation and distribution of agendas, materials, minutes and records of meetings; prepare reports for council meetings as directed.

Broadcast information to citizens over cable public access channel and City website, including agendas of city council, boards and commissions, and synopsis of action taken.

File ordinances and resolutions of the council and oversee the codification of ordinances into the municipal code.

Prepare and advertise meeting agendas, bid and other advertisements, legal notices of public hearings, special meetings, close of registration and notice of election.

Administer the issuance of municipal licenses, including concessions, used car lots, refuse transporter, and various regulatory licenses as assigned; and cemetery deeds, etc. in accordance with applicable city ordinances and other regulations.

In absence of City Clerk, administer oath of office to public officials.

Serve as a notary public.

Record legal documents at Oakland County Clerk's Office.

Provide public records and information to citizens, civic groups, the media and other agencies as requested.

PERIPHERAL DUTIES

Attend seminars and workshops related to City Clerk's duties and responsibilities.

Assist in the preparation of ordinances and resolutions as directed.

Accept claims for damages and other legal papers served on the city.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from a college or university with a bachelor's degree in public administration, political science, records management, business management, communications, or closely related field, and
- (b) Experience as a Municipal Clerk, Deputy Clerk or closely related position in a Municipality, and
- (c) CMC designation preferred but not required.

Necessary Knowledge, Skills and Abilities:

- (a) Working knowledge of the principles and practices of modern public administration; extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;
- (b) Skill in operation of listed tools and equipment; knowledge and skills related to election equipment;
- (c) Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise clerical workers and assigned staff;
- (d) Typing 50 wpm; computer training to include Microsoft Office Suite;
- (e) Ability to accurately take and transcribe public meeting minutes in a timely manner in compliance with OMA;
- (f) Must possess good communication skills and ability to multi-task.

SPECIAL REQUIREMENTS

- (a) Must be bondable;
- (b) valid state drivers license, or ability to obtain one;
- (c) notary public certification within six months,
- (d) flexible work hours--ability to attend evening meetings, election day and weekend hours as assigned by City Clerk.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, printer, including word processing, spreadsheet and data base software; electronic voting equipment; audio recording equipment, paper shredder, and related audio/video systems; 10-key calculator, multi-line phone, copy machine, and fax machine.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision 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.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening and psychological exam; additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
City Clerk

Approval: _____
City Manager

Approval: _____
Employee