

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

CLERK

Supervised By: City Manager and City Council (as Clerk to the City Council)
Supervises: Employees of the Clerk's Department
FLSA: Exempt

Position Summary:

Under the general supervision of the City Manager and City Council, 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 Council.

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. 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, provides meeting tapes to local cable and otherwise 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 and absentee voter counting board (test desks.)
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. 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.
10. 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.
11. Performs the duties of other Clerk and Treasurer Department 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.
12. Assists in planning and provides coordination for various special events.
13. 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 in business or public administration or a related field.
- Five years of experience in public administration, finance, or a business office, or related setting, including some supervisory experience.
- Certification as a Notary Public.
- Certification as a Municipal Clerk is highly desirable.
- Certification as an Elections Inspector and Election Officials State Accreditation.
- Knowledge of the policies and procedures specific to the Clerk's Office.
- Knowledge of the City Charter, official City policies, and the laws and ordinances governing elections, record keeping, and access to public information.
- Knowledge of general office operations and clerical procedures and practices.
- 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 or 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 and maintain effective working relationships with employees, supervisors, City officials, other professionals, and the general public.
- Ability to establish and maintain effective working relationships with employees, superiors, and the general public.
- 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 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. During elections this position is required to work very extended hours, travel between polling sites, set up precincts and voting equipment and lift heavy boxes of materials.