



City of Madison Heights Job Opportunity **Deputy City Clerk**

The City of Madison Heights, Michigan (pop. 29,694) is seeking well qualified applicants for the position of Deputy City Clerk. We are excited to be moving the City forward with our “Blueprint for the Future” – join the team during these dynamic times, and make a difference in our community as well as the great State of Michigan by helping to oversee our elections process, and assist businesses and residents every day with licensing and records requests.

This position is a member of the Supervisors and Assistants Union. The Deputy City Clerk supervises all elections processes including direct responsibility for absentee ballot processing, qualified voter file maintenance, and ensuring that election day runs smoothly. The Deputy Clerk records minutes for several Boards on a regular basis, and also covers City Council Meetings in the City Clerk’s absence. The Deputy City Clerk assists the City Clerk with running day to day operations, including supervision of part-time staff, and acts as the City Clerk as required during her absence.

This position is required to work occasional evenings when clerking Council and Board meetings, as well as occasional Saturdays for election preparation, and on Election Day until all election tasks are completed, as assigned by the City Clerk.

For a complete job description, go to www.madison-heights.org/jobs.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Bachelor’s Degree in Public Administration, Business or closely related field;
- Minimum of 3-5 years of progressively responsible office experience preferably in the public sector – experience as a municipal clerk, deputy clerk or closely related position in a municipality is highly desirable;
- Certified Municipal Clerk (CMC) designation at time of hire highly desirable; CMC designation within three (3) years of hire required;
- Knowledge and skills related to election equipment;
- Ability to accurately take and transcribe public meeting minutes in a timely manner in compliance with the Open Meetings Act.

Wages: \$54,886 (start) - \$62,834 (after 24 months) plus competitive benefits.

Position is open until filled, with first review and preference given to applicants who apply with proof of education and certifications by 4:30 pm Friday September 6th.

Apply online at www.madison-heights.org/jobs and be sure to upload copies of your college transcripts as well as copies of any certifications you currently hold.

Think you have what it takes? If you are a highly qualified applicant, be sure to clear your schedule for the week of September 16th, which is when we tentatively plan to hold interviews.

The City of Madison Heights is an Equal Employment Opportunity Employer
I-9 Form must be completed at time of hire

JOB DESCRIPTION

CITY OF MADISON HEIGHTS

DEPUTY CITY CLERK
CITY CLERK'S OFFICE
(UNION POSITION)

GENERAL STATEMENT OF DUTIES:

To support the preparation processes, meeting processes and legal record keeping requirements of City Elections, City Council and appointed boards and commissions as well as being knowledgeable of and supporting all functions and activities of the City Clerk's office.

Work involves responsibility for a variety of tasks preparing for and following up on City Elections, meetings of the City Council and appointed boards and commissions. This position is required to work occasional evenings when clerking Council and Board meetings, as well as occasional Saturdays for election preparation, and on Election Day until all election tasks are completed, as assigned by the City Clerk. Work includes publishing legal notices, preparing agendas, taking minutes, maintaining official records, ordinances, and agreements, and other related, official documents of the City. The position also requires that the individual be knowledgeable of and be able to perform all other functions within the office, and complete related work as assigned.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the City Clerk or designee; however, an individual in this position is expected to exercise initiative in the areas of assignment and work without constant supervision.

SUPERVISION EXERCISED:

Supervision is exercised over part time clerical personnel, part time election workers or as assigned by the City Clerk.

TYPICAL EXAMPLES OF WORK:

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.) Other duties may be assigned as necessary; an employee holding this position is expected to maintain and update knowledge in job-related skills, office procedures, and office equipment.

- 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 departmental activities with other departments and agencies as needed.
- Work with Clerk to determine work procedures, prepare work schedules, and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Perform or assist subordinates in performing duties.
- Prepare agendas and compile supporting information for agendas for the City Council and a variety of appointed boards and commissions; take minutes at board and commission meetings, as well as at City Council meetings in the absence of the City Clerk; maintain electronic and paper files and indexes for a wide variety of official meetings.
- Maintain confidentiality, distinguish between confidential and non-confidential material, and apply departmental standards for security and privacy,

JOB DESCRIPTION (CONTINUED)

CITY OF MADISON HEIGHTS

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- Understand and apply laws and ordinances related to the legal requirements that must be followed by a municipal clerk's office in all phases of responsibilities including elections, Roberts Rules of Order and records retention.
- Update City Clerk and calendar sections of the City's website to ensure that up to date and accurate information is electronically accessible including meeting minutes, notifications, and Boards & Commissions rosters.
- Accept, review, and prepare legal publications and notices for public hearings; publish same to meet legal requirements; send out public notices to those affected by public hearings; verify and maintain records and logs of publications.
- File ordinances and resolutions of the council and oversee the codification of ordinances into the municipal code.
- Type and prepare ordinances for City Council consideration; prepare resolutions, letters, and related correspondence generated by City Council decisions; prepare, notify recipients, and mail certificates of appreciation, proclamations, and commendations, all with accuracy and professionalism.
- Work with City Attorney to research, prepare and provide information as requested by the public in accordance with the Freedom of Information Act; respond to inquiries from the public.
- Research and provide answers and information to City Manager, City Attorney, and other City department heads and staff regarding motions or legal actions.
- Assist in conducting and preparation for elections; issue petitions and check validity of signatures, provide voter lists, including recruitment and training of election inspectors, preparing test decks and performing election equipment testing, maintenance of election records, issuing and tracking absentee ballots, supervising Absentee Counting Board, providing election day precinct support, and is prepared to conduct entire election process in City Clerk's absence.
- Provide office support; type letters, memos, agendas, minutes, budgets, and related material; copy information; answer telephone inquiries and/or provide information over the counter; notarize, seal and attest documents; process and file business licenses, birth and death certificates, dog and cat licenses, and keep track of and orders office supplies, dog tags, business licenses, and other forms used in the Clerk's office.
- Utilize computer and current City software including BS&A software programs to record transactions and create electronic files.
- Conduct research and create accurate professional business reports, and participate in departmental budget process.
- Serve as City Clerk in the Clerk's absence.
- Establish and maintain effective working relations, and work pleasantly and effectively with elected officials, department heads, supervisors, employees, other governmental agencies and the general public even during stressful situations.
- Perform related work as required.

JOB DESCRIPTION (CONTINUED)

CITY OF MADISON HEIGHTS

**DEPUTY CITY CLERK
CITY CLERK'S OFFICE
(UNION POSITION)**

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Public Administration, Business or closely related field;
- Minimum of 3-5 years of progressively responsible office experience preferably in the public sector – experience as a municipal clerk, deputy clerk or closely related position in a municipality is highly desirable;
- Certified Municipal Clerk (CMC) designation at time of hire highly desirable; CMC designation within three (3) years of hire required;
- Knowledge and skills related to election equipment;
- Ability to accurately take and transcribe public meeting minutes in a timely manner in compliance with the Open Meetings Act.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

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. Onsite visits and/or meetings where varying conditions exist may be necessary

The employee must be able to remain in a stationary position for much of the workday. The employee must also be able to assist patrons at the counter as necessary. The employee frequently operates a computer and other office productivity equipment such as a calculator, copy machine, scanner and printer. The person in this position frequently moves about inside the office to access file cabinets, office machinery etc. During an election this employee must be able to conduct on-site visits at election precincts and help trouble shoot any malfunctions with election equipment. May occasionally move file boxes weighing more than 25 pounds. The person in this position constantly communicates with staff and general public. Must be able to communicate clearly and professionally in all situations.

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