



City of Newaygo
Newaygo, Michigan
CITY CLERK POSITION

SUPERVISED BY:

Position is appointed and removed by the City Council. Direct supervision is performed under the City Manager.

SUPERVISES:

Directly supervises the Utility Billing Clerk.

POSITION SUMMARY:

Under the general direction of the City Manager, the City Clerk is the clerical officer for the City Council and other sub-boards/committees of the City. Administers all oaths required by law, by the City Charter and by the ordinances of the City. Conducts all national, state, school and local elections including absentee ballots and overseeing election personnel. Manages and keeps computerized and hard copy records of voter registrations. Performs record searches and responses to Freedom of Information Act requests. Acts as the City office manager. Maintains all official City records. Supervises and participates in the operation of the City Hall front desk/customer service. Assists the City Manager in various projects.

ESSENTIAL JOB FUNCTION:

All employees 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. Prepares agenda, packets, resolutions, ordinances and related documents. Attends meetings, takes minutes, and publishes legal notices.
2. The Clerk is the Recording Secretary to Planning Commission, PSD, NCRA, TIFA and NEDO Boards. Prepares agenda, packets, resolutions and related documents. Attends meetings, takes minutes, and publishes legal notices.
3. The Clerk shall become familiar with the Newaygo City Charter, Ordinances, Resolutions, and policies and assist in the implementation of regulations contained therein.
4. Certify all ordinances and resolutions adopted by the City Council.
5. The Clerk must become familiar with Parliamentary Procedure, the Open Meetings Act, and the Freedom of Information Act and assist in their execution.

6. Custodian of the City seal, and shall affix the same to documents required to be sealed.
7. Custodian of all papers, documents and records pertaining to the City, the custody of which is not otherwise provided for in the City Charter. The Clerk must understand, manage, and follow applicable record retention policies relating to City, State, or Federal records.
8. Give to the proper official(s) ample notice of the expiration or termination of any official bonds, franchises, contracts or agreements to which the City is a party.
9. Administers oaths of office, tracks and records terms of service for the Council and various boards, committees and commissions.
10. Notify the council of the failure of any officer or employee required to take an oath of office or to furnish any bond required of him/her.
11. Registers voters and maintains voter records.
12. Administers local, school, special, state and federal elections. Prepares voting equipment and polling site. Recruits and manages election inspectors. Manages the issuing, collecting, and processing of absentee ballots.
13. Supervise, learn and perform the duties of the Utility Billing Clerk/Receptionist in that person's absence. Includes answering all incoming calls, assisting inquiries pertaining to taxes and assessing, learn and oversee the monthly utility billing process, imputing all cash receipts that come in at the counter or through the mail, doing daily banking and post office, keeping of official burial and cemetery records, and performing the closing of utility billing and cash receipts on a daily basis. The clerk performs these duties in the absence of the Utility Billing Clerk daily to cover for lunches, and for vacations or sickness.
14. Act as immediate supervisor for the operation of the Stream co-working facility. This includes but is not limited to managing the finances of the facility and guiding/assisting the contracted entity that manages the day to day operations of the facility.
15. Create and publish the City's newsletter, update FaceBook and city website as needed.
16. Work closely with the City Manager and other department heads on city projects.
17. Prepare, post, distribute and publish notices as required.
18. Type and/or compose correspondence and reports as required or needed.
19. Perform other duties in connection with the office as may be required by law, the ordinances or resolutions of the City Council, or by the City Manager.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills 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.

1. High school diploma, or equivalent GED.

2. Possess or be able to obtain necessary certifications, including Election Officials Accreditation and any other requirements from the Michigan Bureau of Elections.
3. Experience in general office work including bookkeeping, cash handling, word processing, spreadsheet operations and related clerical work.
4. Ability to operate various types of office equipment.
5. Obtain knowledge of the City Charter, Ordinances, Resolutions and other City rules and regulations.
6. Possess effective oral and written communication skills, and be able to problem solve and assist co-workers, board members, and citizens.
7. Possess a high level of organization, ability to handle a multitude of tasks and projects.
8. Ability to establish and maintain positive and effective working relationships with the public, board members, and co-workers.
9. Ability to understand and use computer hardware, software and networks, including but not limited to governmental accounting software, voter registration/election related software, cemetery management software, Google applications, Microsoft Office applications, etc.
10. Must have or be able to obtain, within 30 days, a valid Michigan drivers license for the purpose of state mandated delivery of elections results to the county clerk, and for other City related duties.

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 functions of the 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 regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move items of moderate to heavy weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.