

CITY OF HILLSDALE

City Clerk

Job Description

Classification Responsibilities: The City Clerk is responsible for developing programs and procedures that support the policy direction of the City Council for management of the City's vital records and coordinates City elections. The responsibilities include attending all City Council's meetings, preparing formal minutes and keeping permanent journal of its proceedings as the official record keeper. Custodian of the City seal and certification of official documents, i.e. ordinances, resolutions and policy issues. Processing and execution of tax exemptions for the City. Oversees the posting and advertising of public notices and meetings and administers oaths of office. Provides forms for all petitions required to be filed by the provisions of the charter including elector of the City. In addition, the Clerk is responsible for coordinating and conducting City elections in accordance with Section 168.1 of Michigan Compiled Law, overseeing the accuracy of elections and maintenance of the Qualified Voter Files through the Secretary of State.

Qualifications

Minimum Qualification(s) Required: Combination of education, training and experience in Business Administration. Minimum of 3 years municipal experience as city clerk or deputy city clerk with knowledge of pertinent federal, state and local ordinances, codes and regulations related to elections.

Must have excellent oral and written communication skills dealing with general public, vendors, management, and state and county officials.

The City Clerk is a mayoral appointment with City Council approval. It is a full-time position with benefits. Working hours are Monday through Friday from 8 a.m. to 5 p.m. and during City Council meetings. Salary is negotiable dependent upon qualifications.

The duties and responsibilities listed above are intended only as general illustration of the work that may be performed and are subject to change.