

CITY OF EASTPOINTE
JOB DESCRIPTION
DEPUTY CITY CLERK
Salary: \$55,511 - \$75,773

To Apply:

Please visit our online application system to apply. Posting closes March 5, 2021 at 4:30 p.m.
www.governmentjobs.com/careers/eastpointemi/.

Supervised By: City Manager
Supervises: Clerk's Office

Position Summary:

Under the administrative direction of the City Manager, has primary responsibility for election processes, record retention for the City and administrative support for City Council. Performs responsible clerical and secretarial duties in support of the activities and services of the City Clerk's Office. Responsible for taking the Minutes for the City Council Meetings and maintaining the care and custody of official City records. Provides public records information and ensures insurance requirements are met by all contractors.

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. Functions as the Deputy City Clerk.
2. Performs and oversees work performed within the Clerk's Office. Manages the workforce, evaluates performance, and oversees training and professional development of personnel. Takes disciplinary action according to established procedures.
3. Assists in developing and administering the annual operating and capital budgets for the department. Ensures effective and efficient use of budgeted funds and oversight of budgeted expenditures throughout the fiscal year.
4. Plans and administers federal, state, county, City, and school elections including notices, ballots/test decks, maintenance of equipment, absentee voter process, personnel training, and Election Day issues.
5. Administers current voter registration, including compliance with state law, issuance of voter identification cards, maintenance of master voter files, processing of cancellation/confirmation notices, maintenance of Qualified Voter File (QVF), and report preparation.
6. Administers business licensing for the City, monitors for compliance and maintains accurate and up-to-date records of City businesses.
7. Responsible for recording the Minutes of the City Council Meetings and maintaining the

- care and custody of official City records.
8. Maintaining record of the official Minutes for the Board and Commission meetings.
 9. Prepare and publish public notices and other legal advertisements of notices. Coordinate publications with local newspapers, including dates and text of publication.
 10. Update Municipal Code book as needed.
 11. Oversee the design, development and implementation of City-wide records and information management program that complies with Federal and State laws.
 12. Work closely with departments to determine best process for the systematic preservation of total life cycle of records using both manual and automated methods as required.
 13. Administer the function of public records disclosure, assisting the FOIA Coordinator with records and City information.
 14. Develop and implement improvements to the City's filing systems.
 15. Responsible for preparing meeting agendas and materials for the Election Commission and Elected Officers Compensation Commission in accordance with laws and ordinances.
 16. Prepares and reviews ordinances, resolutions, and other City Council actions.
 17. Assist the City Manager, Mayor, Council and other City staff with various projects as assigned
 18. Administer the Oath of Office to City Council members, Police Officers and other board and commission members as needed.
 19. Serve as Notary Public providing service to the City and the public.
 20. Performs other duties as assigned.

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.

- Bachelor Degree in public administration or a related field and five years of experience as City/Township Clerk or Deputy City/Township Clerk with some supervisory experience, or an equivalent combination of education and experience. Master's Degree preferred.
- Possession of active Election Official Accreditation.
- Certified Michigan Municipal Clerk (CMMC), Certified Municipal Clerk (CMC), or Master Municipal Clerk (MMC) certification required.

- ICMA and/or Michigan Municipal Executives membership desired.
- Valid Vehicle Operator's License.
- Notary Public
- Knowledge of election laws, voter registration, and records management.
- Experience preparing and programming test decks.
- Experience in setting up polling stations.
- Clear understanding of the Open Meetings Act and Freedom of Information Act.
- Knowledge of the City Charter, related ordinances, and the policies, procedures, and regulations governing municipal government.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, business and community interests, elected officials, other employees, and professional contacts.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax, and computer with applicable software applications such as word processing, spreadsheet, database, desktop publishing, various financial applications, QVF, and email/internet/world wide web. Also, the ability to use photographic, audio, and video equipment.
- Skill and adaptability to all types of electronic technology use and oversight.
- City employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon their employment with the City.
- Ability to use Microsoft Word, Excel, Outlook, and PowerPoint.
- Ability to use Windows 10.
- City employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

- In addition to the above requirements, all City positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

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 frequently required to communicate in person and by phone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, use sight to read and prepare documents and reports. The employee is frequently required to reach with hands and arms to grasp, hold, use keyboard, and carry equipment. The employee is required to stoop, bend, flex, kneel and/or crouch. The employee must lift and/or remove materials of light to heavy weight (up to 50 pounds).

The typical work environment for this job is an office setting where the noise level is quiet to moderate, but travel to other locations is also necessary.



This job description does not constitute an employment agreement between the City of Eastpointe and employee and is subject to change by the City of Eastpointe as the needs of the City and requirements of the job change.

January 7, 2021