

City of Hartford Job Description



Title: City Clerk and Deputy City Manager
FLSA Classification: Exempt
Department: Administration
Effective Date: November 1, 2023

Job Summary: Under the general supervision of the City Manager, the City Clerk performs a variety of routine and complex clerical, and administrative work. The City Clerk administers municipal elections and provides highly responsible and complex administrative support to the City Manager and City Council. Additionally, the City Clerk administers and collects utility invoices and payments for the city. The City Clerk acts as the Deputy City Manager in the absence of, or at the direction of, the City Manager.

Supervisory Structure: Reports to the City Manager and supervises the Deputy City Clerk and Administrative Assistant and Election workers/volunteers.

Essential Duties:

- Acts as the Deputy City Manager in the absence of, or at the direction of, the City Manager.
- Oversees front office activities related to the Clerk function. Responds to telephone inquiries, assists customers at the counter, and provides general administrative and clerical support to the City Manager and other departments, as requested.
- Serves as Clerk of the City Commission and subsidiary boards and commissions. Prepares and posts meeting schedule and maintains membership and terms of office information for all boards and commissions. Prepares meeting agenda packets, proclamations, posts & publishes public hearing notices (in accordance with the City Charter and Michigan law), and attends regular and special meetings, including those held outside of normal business hours; records and transcribes minutes and records all ordinances and resolutions of the City Commission.
- Custodian of the corporate seal performing statutory duties as outlined in Michigan State Law and the City Charter & Ordinances.
- Serves as the official custodian of all City records, papers and documents. Codifies ordinances, files and maintains a comprehensive record keeping system for all official City documents. Provides ample notice to the appropriate departments and officials regarding the expiration or termination of any franchise, contract, or agreement.
- Serves as the City's FOIA Coordinator.
- Issues authorized licenses or permits, such as Special Event Permits and Peddler's Permits, according to established code, procedure and policy. Gathers associated documentation, arranges for inspections, obtains requisite approvals and maintains related records. Maintains annual registration of existing businesses and notifies Assessor of new businesses for addition to the personal property roll; and, also notifies Assessor of closure of businesses for deletion per the personal property roll.
- Ensures that directives and approved operational policies of the City are enforced, executed or delegated for compliance.
- Coordinates with the City Manager and legal counsel, and refers items to other City departments as necessary.

- Registers voters and conducts elections. Maintains related computer and paper files, and issues voter identification cards. In coordination with the Election Commission, prepares legal notices, establishes voting precincts, issues and certifies petitions, issues absentee ballots, and prepares voting equipment. Recruits, trains and supervises election workers according to City Charter and State Election law. Reports total of election returns to County Clerk.
- Regularly apprises elected officials and City Manager of changes, updates, or modifications to election laws.
- Ensures a proper inventory of office supplies and departmental forms. Coordinates service activity related to voting equipment and computer systems to effectively meet operational demands.
- Assists in purchasing activities, including preparation of bid notices and processing bid openings.
- Maintains and updates the City's website and Social Media page(s), as necessary. As well as prepares and publishes the City Newsletter twice per year.
- Process utility billing, payments, penalties, balance adjustments, deposits, all other utility billing Software functions as needed. Includes preparing work orders, utility disconnect and reconnection lists.
- Prepares equipment and software for monthly meter reads and enters associated reads into the system for billing.

Necessary Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of modern Public Administration; Extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Skill in operation of standard office tools and equipment.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, other departments, officials and the public.
- Ability to effectively communicate verbally and in writing.
- Ability to plan, organize and supervise clerical workers and assigned staff.
- Ability to be bonded and be or become a notary public.

Qualifications and Experience:

- A Bachelor's Degree from an Accredited College in Business, Accounting, Government or related field.
- (3-5) years of increasing responsible related experience, or
- Any equivalent combination of education and experience.

Physical Requirements:

Physical Mobility:	Ability to sit for extended periods.
Vision:	Ability to read instructions, directions and similar written information in letters, memos, forms, and other documents.
Hearing/Speaking:	Ability to converse orally via telephone and personally to receive and communicate information to employees, local officials, and the public.
Agility/Movement:	Ability to lift, push, pull and manipulate tools, equipment, supplies and other objects often weighing up to 30 pounds.

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