



# EMPLOYMENT OPPORTUNITY

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## **CITY CLERK**

APPLY BY AUGUST 23, 2019  
OPEN UNTIL FILLED

## SNAPSHOT OF THE CITY

The City of Berkley is accepting applications for a City Clerk. Berkley, Michigan, already the holder of ten "The Best Community for..." accolades, this progressive city, mixing an undeniable urban vibe with tree-lined close-knit neighborhoods, is one of the area's most sought after zip codes.

One of Oakland County's true gems, Berkley has a near perfect mixture of affordability, location, and palpable hometown warmth. This is why just over 15,000 people call this safe 2.62 square mile full-service city home. Financially stable and politically astute, Money Magazine listed Berkley as the 28th "Best Place to Live" in the country in 2015!

Located just 30 minutes from all that downtown Detroit offers, and in the midst of a strong regional employment base, Berkley has become a choice location for commuters and independent entrepreneurs who have created a signature downtown filled with independent retailers, restaurateurs, and tavern-keepers.

Berkley's City Clerk's Office is an essential tenant to the City administration. The City Clerk is responsible for providing oversight in the areas of record retention, FOIA processing, City Council support, and elections to name a few. The City Clerk will be a full-time member of Berkley's management team composed of talented department directors, and work closely with the City Manager's Office to provide a positive experience for all members of the community.

The City Clerk has the opportunity to work with passionate community leaders who have enthusiastically embraced the opportunity that comes with the migration of young professionals into a community where many inhabitants claim three and four generations of longevity.

In order to find the right candidate for this integral position, the City of Berkley is offering a salary range of \$58,000 to \$65,000 (dependent upon qualifications and experience) with a competitive benefit package.



If you are excited about joining the Berkley team please submit your application materials by August 23, 2019. The City of Berkley is an Equal Opportunity Employer.

**City Clerk**  
**City of Berkley, Michigan**  
**Deadline: August 23, 2019**



# POSITION SUMMARY

## OVERVIEW

The City Clerk serves as the official custodian of the City Seal and all City records, documents, and ordinances. Within the role the City Clerk serves as administrative support for the City Council, administers oaths, and registers voters. The City Clerk also effectively organizes and conducts all national, State, and local elections across the City's seven polling precincts.

## SUPERVISION AND OVERSIGHT

The City Clerk reports directly to and is supervised by the City Manager.

The City Clerk has oversight over the Clerk's Service Desk which includes a portion of the Treasury Department. Direct supervision is given to the Deputy City Clerk, Election Workers, and others assigned to the Clerk's Department.

## CURRENT AND UPCOMING CLERK PROJECTS & INITIATIVES

- Local City Council Elections
- Developing and transitioning to electronic record keeping
- Improving and updating current forms and processes
- Evaluation of the City's Freedom of Information Act process
- Preparations for the 2020 Presidential primaries



**City Clerk**  
**City of Berkley, Michigan**  
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# ESSENTIAL JOB FUNCTIONS

- Serves as official custodian for the safekeeping and management of all City records. Oversees the codification of ordinances, catalogues, files, and otherwise maintains comprehensive record keeping systems for all official City documents.
- Acts as official custodian of the City Seal and administers oaths of office. Certifies ordinances, resolutions, contracts, and other documents requiring a City Seal. Accepts claims and other legal papers on behalf of the City.
- Serves as the primary Notary Public for the City.
- Attends regular and special City Council meetings, records, transcribes, and indexes minutes. Publishes public hearings and meetings, ordinances, bid advertisements, and all other legally required notices.
- Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends, and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, City directives and legal requirements.
- Participates in the recruitment and hire of department personnel directly, or in consultation with the City Manager. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
- Issues municipal and other regularity licenses in accordance with City ordinance and other regulations. Conducts all bid openings for the City.
- Oversees voter registration and conducts elections. Prepares legal notices, certifies petitions, issues absentee ballots, and develops test decks for automated voting equipment. Recruits, trains, and supervises election workers.
- Responds to inquiries and requests for information according to policies and laws regarding access to public information. Directs complex requests through appropriate legal channels and refers specific questions to other City departments.
- Conducts research, compiles information, and prepares reports on a variety of subjects as requested. Assists in the preparation of ordinances and resolutions as directed.
- Compiles budget information and submits annual budget requests. Monitors expenditures and ensures appropriate purchasing procedures are utilized departmentally.
- Keeps abreast of professional developments and technological advances in public administration and elects and record management through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
- Performs related work as required.

# IDEAL CANDIDATE

## **QUALIFIED APPLICANTS:**

The City of Berkley will only consider applicants who possess a passionate commitment for city administration and are capable of engaging residents and community partners to identify options and drive progressively forward. In addition to being a dynamic and enthusiastic public servant, qualified applicants will have all or most of the following attributes:

- A Bachelor's degree in an appropriate field that directly lends itself to the position's responsibilities.
- Five or more years of experience in a responsible executive or administrative support position, preferably in a municipal setting.
- Preference will be given to candidates who are already commissioned as a Michigan Notary Public.
- Preference will be given to candidates who are a Certified Municipal Clerk or are in the process of receiving the certification.

## **WILL HAVE KNOWLEDGE IN:**

- Applicable laws, ordinances, and other regulations pertaining to records management and retention, public information, and general municipal administration.

Applicable Federal, State, and municipal laws governing election administration and voter registration.

- Advanced principles and methods of modern office practices and procedures.

## **WILL HAVE SKILL IN:**

- Accurately compiling and evaluating data and information, and preparing clear and accurate reports.
- Maintaining complex record keeping and document retention systems.
- Use and maintenance of automated voting and office equipment.
- Coordinating multiple tasks simultaneously while maintaining attention to detail.



## GENERAL CONDITIONS FOR EMPLOYMENT WITH THE CITY\*:

- Michigan Vehicle Operator's License
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies
- Ability to effectively communicate and present ideas and concepts, and make presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with residents, elected officials, 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 train, supervise and evaluate the work of others
- Ability to travel to various locations within the City

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the job.



## 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 and hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employees must view and create maps, plans and assorted computer files. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting but is also required to work in the field occasionally and attend meetings after standard business hours. The noise level in the work environment is usually quiet.



**City Clerk**  
**City of Berkley, Michigan**  
**Deadline: August 23, 2019**

# APPLICATION PROCESS

## **SUBMISSION DEADLINE: AUGUST 23, 2019**

Application materials must be submitted via email to [mbaumgarten@BerkleyMich.net](mailto:mbaumgarten@BerkleyMich.net) by the deadline indicated above with the subject Line, "City Clerk Search."

To be considered for the position of City Clerk, application materials must include:

- A completed Employment Application (found at [www.BerkleyMich.org](http://www.BerkleyMich.org))
- Cover Letter
- Resume
- Three Professional References (Please submit separate from Resume)

Candidates desiring confidentiality of their interest, as allowed for and provided by Michigan law, must indicate such in a separate subject line above the body of the cover letter. This search is conducted by an Equal Opportunity Employer.

More information about Berkley can be found at [www.BerkleyMich.org](http://www.BerkleyMich.org) and questions can be directed to City Manager Matthew Baumgarten at [\*\*mbaumgarten@BerkleyMich.net\*\*](mailto:mbaumgarten@BerkleyMich.net).