

**CITY OF ESCANABA
JOB OPENING
CITY CLERK AND I.T. ADMINISTRATOR**

The City of Escanaba is seeking applicants for the position of City Clerk and IT Administrator. This is a full time, Department Head level, position overseeing the Clerk's Office and the City's Information Technology (IT) function. The Clerk is responsible for conducting all City elections and for cataloging and safekeeping of City documents and records. In addition, the Clerk is responsible for providing work station, application and network support to employees located in the City Hall building.

The ideal candidate will have a minimum of a two-year degree in a related field, coupled with a strong understanding of municipal operations. Prior work experience in a Michigan municipal Clerk's office is highly desired, and must have a Certified Municipal Clerk designation, or able to attain certification within three years. The Clerk must have exceptionally strong written and oral communication skills and must be a first rate provider of customer service. The Clerk must be an adept computer user, with network administration experience preferred. The successful candidate will have experience with filing systems, databases, automated records management software, and should be proficient in Microsoft Word, Excel and Outlook.

Before applying, applicants are required to review the complete job description at <http://www.escanaba.org/jobopenings>. Applicants must submit a resume and letter of interest, including salary requirements, via e-mail, with "City Clerk/IT Administrator" in the subject line, to hr@escanaba.org, or by postal mail, Attn: Bob Valentine, HR Director, P.O. Box 948, Escanaba, MI 49829. Applications will be accepted until Thursday, November 8, 2018 at 4:00pm.

The City of Escanaba is offering a competitive salary and benefits package including health, dental and vision insurance, paid time off, retirement plan and the possibility of relocation assistance. The City of Escanaba is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. The City of Escanaba does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.

The City of Escanaba is an Equal Opportunity Employer

**CITY OF ESCANABA JOB DESCRIPTION
CITY CLERK AND INFORMATION TECHNOLOGY ADMINISTRATOR**

Title: City Clerk and I.T. Administrator

Department: Administration

Classification: Full Time, Non-Union, Overtime Exempt

Employment Status: At Will

Effective Date: 08/29/2018

SUMMARY

The Clerk is the official recordkeeper for all proceedings of the Escanaba City Council. The Clerk is also responsible for holding elections and cataloging and safekeeping of City documents and records. In addition, the Clerk serves as the City's Information Technology (I.T.) Administrator, and is responsible for providing work station, application and network support to City Departments.

SUPERVISION RECEIVED

The Clerk works under the direct supervision of the City Council and is indirectly supervised by the City Manager.

SUPERVISION EXERCISED

The Clerk supervises one part-time clerical support person.

ESSENTIAL FUNCTIONS

The following are examples of Essential Functions associated with the Clerk position. The list below does not include all duties which the Clerk is expected to perform.

1. Take minutes at all regular and special meetings of the City Council.
2. Post notices and advertisements, in compliance with the Open Meetings Act, for all City Council meetings, and all meetings of City Boards and Commissions.
3. Schedule meeting rooms in the City Hall Building.
4. Maintain the City's web site, and provide work station, application, and network support to City offices and staff.
5. Maintain a database of qualified voters among the Citizens of Escanaba.
6. Administer and record oaths of office and affirmations.
7. Sign, countersign, seal and/or notarize official documents.
8. Respond to inquiries from citizens and serve as the City's FOIA Coordinator.
9. Maintain, codify, catalog, index, file and store official documents and records, including Council minutes, ordinances, deeds, contracts, legal agreements, leases and easements.
10. Prepare resolutions and proclamations.
11. Administer the City's bidding process.
12. Conduct local elections, including issuance of nominating petitions.
13. Keep records of membership on City boards and commissions.
14. Act as Secretary to local Board of Review.
15. Serve on the Board of Election Commissioners and Board of City Canvassers.
16. Call meetings of, and take minutes for, the Liquor License Review Board.
17. Coordinate all City media advertising and reconcile related invoices.

MINIMUM QUALIFICATIONS

1. Minimum of a two year degree in business, office administration, public administration or related field, with five or more years of progressively increasing job responsibilities in roles involving office administration.
2. Must be well versed in English grammar and composition.
3. Must be a Notary or be able to become a Notary within a year.
4. Must be a Certified Municipal Clerk or be able to become a Certified Municipal Clerk within three years.
5. Strong computer skills, including the ability to provide workstation, application, web site, and network support.
6. Must be accurate and organized with strong attention to detail.
7. Willingness and ability to work evenings and weekends.

SELECTION GUIDELINES

Selection is based on strength of resume/application, education, experience, references, and personal interview. Pre-employment testing may be used to evaluate candidates.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to ambulate, reach, walk, hear, sit, talk, converse with others, grasp, handle, feel, and operate objects. The job requires close vision, distance vision, color vision, peripheral vision, and the ability to focus. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell. The employee regularly lifts/moves up to 30 pounds and occasionally moves objects up to 100 pounds.

WORK ENVIRONMENT

Work is performed within a climate-controlled office environment, where the noise level is quiet to moderate. The Clerk works near and around a variety of common office equipment, including copiers, computers, monitors, fax machines and phones. As a result, the Clerk is frequently exposed to the sounds, electromagnetic fields, fumes and/or chemicals commonly associated with such equipment.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee, and this job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

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