



City of Inkster

Job Title: City Clerk	Appointed by: Mayor and City Council
Department: Mayor	Supervises: Yes Supervisory responsibility
Date: December 21, 2023	Fair Labor Standards Act (FLSA): Non-Union
Salary Range - \$58,800 - \$70,000	humanresources@cityofinkster.com

Position Overview

Under the direction and supervision of the Mayor and City Council the City Clerk is an appointed position. Per the City Charter, the City Clerk is Clerk of the Council and shall attend all meetings of the Council and keep a permanent journal of its proceedings. The City Clerk is responsible for administering the City, State and Federal Elections. The City Clerk is the Freedom of Information Act Coordinator for the City of Inkster. The City Clerk is the Recordkeeper for the City of Inkster and maintains the City Seal.

Essential Job Functions City Clerk

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.

- Attend all meetings including Regular, Special, Work Study Sessions and Closed Sessions.
- Recording of meeting minutes including official actions.
- Preparation of agendas and packet; all meeting materials for City Council
- Assures legal notices are published and posted as required by the Open Meetings Act, City Charter, Code of Ordinances and applicable statutes.
- Administers Oath of office and maintains the oath offices.
- Maintains custody and directs the archival of official records of the City.
- Maintains a retention and destruction schedule for documents.
- Develops Clerk office and Elections annual budget.
- Administers City, State and Federal Elections according to state statutes.
- Maintains the Qualified Voter File.
- Trains and supervises Election Inspectors and other office employees along with the Assistant City Clerk.
- Responsible for processing of various city licenses.
- Responds to Freedom of Information Act request according to state statutes.

Other Job Functions

- Extensive knowledge and understanding of the Michigan Open Meetings Act and Parliamentary procedure

- Impeccable managerial and interpersonal skills.
- Considerable knowledge of the policies and procedures specific to the Clerk's office including Michigan Election law.
- Basic knowledge of the structure of municipal government and the functions of various departments.
- Ability to critically assess situations and solve problems, communicate effectively in normal or contentious situations and work well under stress and within deadlines.
- Considerable knowledge of Microsoft Office suite, Outlook and QVF.
- Ability to plan, coordinate, train and supervise the work of others within the department.
- Attend meetings outside of normal business hours.
- Effective, versatile and action-oriented.
- Have the highest ethical character and always act in a professional manner.
- Valid Drivers' License.
 - Occasionally you may be asked to drive a City-owned vehicle or be reimbursed for mileage for usage of a personal vehicle. Employee is required to have a valid driver's license and vehicle insurance in accordance with State of Michigan and City requirements.

Physical Demands and the 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 speak, hear, view, and create documents. The employee is frequently required to sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, or kneel. Employee must occasionally lift and/or move items of light weight, in accordance with City of Inkster guidelines.

Required Qualifications

Bachelor's degree (or higher educational level) or 5 years related executive level experience.

NOTE: This job description is not intended to be all-inclusive and is required to meet the needs of the Inkster City Council