



**CITY MANAGER**  
Elaine Leven  
**CITY CLERK**  
Cynthia Greenia

# City of Fraser

CENTENNIAL COMMUNITY

**MAYOR**  
Michael Lesich  
**MAYOR PRO-TEM**  
Dana Sutherland  
**COUNCIL**  
Amy Baranski  
Patrick O'Dell  
Kenny Perry Jr.  
Patrice M. Schornak  
Sherry Stein

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## ***JOB DESCRIPTION – CITY CLERK***

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**Salary/Hourly:** \$70,000-\$85,000

**Benefits:** 401A, Medical, Dental, Visions, Life Insurance, PTO

**Employment Type:** Full Time

**Department:** City Manager's Department

**Supervised by:** City Manager

**Position Summary:** Under the general supervision of the City Manager, serves as Clerk of the City Council and custodian of the City Seal. Administers elections and oaths of office and serves as official custodian of all City records and documents. Provides routine and complex administrative work. The positions requires independent judgement including initiating, processing and maintaining documents, reports, files, records and correspondence. The City Clerk is responsible for administration and issuance of vendor, solicitor and other similar licenses and permits.

### **Job Duties:**

- Serves as Clerk to the City Council. Attends meetings, records, and prepares official meeting minutes, and assures legal notices are published. Prepares and edits resolutions, proclamations, ordinances, and other official documents. Assists other boards, commissions, and committees as required. Prepares and publishes all official notices and otherwise ensures proper dissemination of council actions and activities. Prepares meeting minutes for Planning Commission and Zoning Board of Appeals.
- Reviews and updates the City Boards and Commissions Roster, maintains all member's effective term ending dates to assure all members are current.
- Serves as official custodian for the safekeeping and management of the City seal and all City records and papers, documents, and bonds. Administers oaths of office, certifies, signs, and records official documents. Oversees the codification

of ordinances. Catalogs, files, and otherwise maintains comprehensive record-keeping systems for all official City documents. Provides ample notice to the appropriate departments and officials of the expiration or termination of any franchise, contract, or agreement.

- Administers all elections held in the City per Federal, State, and local laws. Prepares legal notices, issues absentee ballots, and prepares for Early Voting as required for all State and Federal Elections. Prepares for election audits as may be required by the Department of State for all elections. Hires, trains, supervises, and schedules election workers. Maintains election equipment and coordinates the setup and tear down of voting equipment.
- Oversees the registration of voters, the preparation of voter identification cards, and the maintenance of voter records. Coordinates voter record information with other agencies.
- Point of Contact with County Election Department, County Board of Canvassers and the State of Michigan Bureau of Election for communications and updates regarding all election information and tasks.
- Serves as the City's Freedom of Information Act (FOIA) coordinator. Assists in researching and compiling information and coordinates with the City Administrator and/or City Attorney as needed.
- Attends the counter and phones as needed, provides general information regarding City operations, policies, and procedures. Serves as a key liaison to the public, responding to routine and complex inquiries and assisting the public with a broad range of issues and needs.
- Oversees and participates in the issuance of various licenses, permits, and applications. Coordinates process with appropriate departments, collects related fees, and maintains related files. Prepares license and permit activity reports as requested.
- Prepares and administers the annual Community Development Block Grant (CDBG). Administers grant program, prepares the annual application, publishes public hearing notices, attends related seminars, and completes related reporting requirements. Assists in the administration of other City grants as needed.
- Prepares regular status and special reports as requested by the City Manager or City Council, and as required by other entities. Completes special projects and makes presentations as requested.
- Attends meetings, conducts research, prepares reports, and completes special projects as assigned.
- Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars.
- Posts all bids and RFPs as well as advertisements in required publications for same. Prepares for bid opening. Communicates with staff regarding RFP and bids being accepted in the office.

*“The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.”*

## Minimum Qualifications:

- An associate degree or equivalent in business administration (public administration is preferred).
- Two or more years of experience in a related setting, preferably in a local government setting (certification as a Municipal Clerk is preferred).
- State of Michigan Vehicle Operator's License, satisfactory driving records, and the ability to maintain one throughout employment.
- Certification as a State of Michigan Elections Administrator (or ability to obtain within six (6) months of hire).
- Substantial knowledge of the City Charter, official City policies, rules of public meeting conduct, and the laws and ordinances governing elections, record keeping, and access to public information.
- Thorough knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Skill in taking minutes, maintaining, and updating complex records and documents, compiling, and evaluating data and information, and preparing clear and accurate reports.
- Skill in the use and maintenance of automated office equipment, including computers and related software, and the ability to set up, operate, and train others in the use of voting equipment.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing and make public presentations.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines, and with changes in work priorities.
- Ability to attend meetings outside of normal business hours and work extended hours.
- Certification as a Notary Public or the ability to become certified is preferred.

*“The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.”*

**Interested applicants should contact the Fraser Human Resources Department at [hr@micityoffraser.com](mailto:hr@micityoffraser.com) or the City Clerk at (586) 293-3100.**