

City – Jill Domingo – City of Albion

Mrs. Domingo has served the City of Albion since November 2001. She began her career as the Payroll and Utility Billing Clerk, was promoted to Deputy Clerk in 2004, and was appointed City Clerk in 2008. She is an active member of the Calhoun County Clerks Association, the International Institute of Municipal Clerks (IIMC), and the Michigan Association of Municipal Clerks (MAMC).

Throughout her tenure as City Clerk, Mrs. Domingo has consistently extended her efforts beyond the traditional scope of the role supporting operational stability, financial integrity, and cross-department collaboration. While the statutory responsibilities of the Clerk are essential, she approaches the position as a critical component in ensuring the overall efficiency and professionalism of City operations.

Mrs. Domingo plays a key role in maintaining operational continuity. She works closely with staff and outside agencies to ensure that projects and administrative responsibilities remained on track, particularly those with time-sensitive requirements. Mrs. Domingo also prepared, organized, and completed City Council agendas and meeting packets, working collaboratively with department heads to ensure deadlines were met.

She is also recognized as a strong team member who willingly supports other departments when assistance is needed. Whether helping manage workflow or responding to resident inquiries, she prioritizes communication and internal collaboration to provide effective public service.

She maintains detailed and accurate meeting minutes that clearly document complex discussions and official actions. Her work reflects a strong commitment to organization, attention to detail, and ensuring that responsibilities are completed accurately and efficiently.

Mrs. Domingo has successfully administered numerous elections with accurate reconciliations and balanced results. None of the elections she has overseen have required review before the Board of Canvassers due to discrepancies. She has also developed and maintained a reliable election team, many of whom have served since the beginning of her tenure. Through consistent training, organization, and clear communication, she has established a professional and dependable election operation.

Interim City Manager Douglas Terry, who nominated Mrs. Domingo, commented, “She is an excellent City Clerk who provides the City of Albion with expertise and professionalism. Mrs. Domingo demonstrates exceptional knowledge in the areas of election administration,

records retention, and municipal ordinances. The Albion City Council recognizes her as a valuable team leader who provides accurate information regarding matters of municipal interest in a timely manner.”

