

CITY OF FENTON

JOB DESCRIPTION

CITY CLERK

Supervised By: City Manager
Supervises: Deputy Clerk, Clerk Assistant, Front Office Clerk, Utility Billing Clerk, Election Staff
FLSA: Exempt

Position Summary:

Under the general supervision of the City Manager, the City Clerk directs the daily operations of the Clerk's office. Serves as Clerk to the City Council, Election Official, FOIA Coordinator, Cemetery Sales and Management. Maintains all official City records, and conducts all local, school, special, state, and federal elections. This is a full-time position.

Essential Job Functions:

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.

1. Serves as Clerk to the City Council. Prepares agendas, packets, resolutions, ordinances and related documents. Attends meetings, takes minutes, and publishes legal notices. Administers oaths of office, tracks and records terms of service for the Council and various boards, committees and commissions.
2. Acts as the official custodian for the safekeeping and management of all City records, documents and the City Seal. Maintains minute books, and the City Charter.
3. Designated Freedom of Information Act (FOIA) Coordinator. Processes requests according to established procedures and mandated guidelines.
4. Administers local, school, special, state, federal elections, including Early Voting. Prepares voting equipment and polling site. Maintains voter records. Recruits, trains schedules, and manages election workers.
5. Responsible for Redistricting and Election School Agreements.
6. Prepares and presents departmental budgets for Clerk's Office and Elections.
7. Responsible for Cemetery Sales and Management. Performs showing and selling cemetery lots and niches. Coordinates burials with contractor. Maintains Pontem cemetery software.
8. Issues Licenses and Permits.
9. Develops and maintains City and Elections Emergency Plans.
10. Supervises Clerk's office, seasonal, and election staff.
11. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Minimum Requirements:

- High School Diploma or GED required.
- Certification as a municipal clerk (CMC and/or MiPMC) is required to be obtained. A Bachelor's Degree in business management or a related field is desirable.
- Must possess a valid Michigan Driver's License.
- Must be a registered voter in the State of Michigan.
- Election Officials Accreditation is required to be obtained. Prior accreditation is preferred.
- Three to five years of experience in a municipal office setting, including some administrative or supervisory experience.
- Ability to work effectively under stress, within deadlines and with changing priorities.
- Strong organizational skills.
- Ability to lift heavy election equipment and records.
- Ability to work some weekends as required by election law.
- Ability to travel for meetings, trainings, or conferences.
- Thorough knowledge of the City Charter, ordinances, official policies and the laws governing elections, public records and access to public information.
- Skill in maintaining public and confidential records according to statutory requirements.
- Skill in the use of standard office equipment, computers and related software, election equipment and the ability to master new technologies.
- Ability to type, enter data and record meeting minutes with speed and accuracy.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, City officials, and employees.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, use vision and manual dexterity to read and write, and be mobile in an office setting. The employee must occasionally lift and move items of approximately 35 lbs.

While performing the duties of this job, the employee typically works in a business office setting where the noise level is usually quiet.

Salary and Benefits:

Salary Range \$81,000 - \$90,000

MERS Defined Contribution (DC) Plan

Excellent medical, dental, and vision benefits

Where to apply:

Applicants may submit a completed Application for Employment and Resumé by Friday, May 29, 2026 to:

City of Fenton
Attn: Human Resources
301 S. Leroy St.
Fenton, MI 48430
HRdepartment@cityoffenton.org