



Exempt

**City of Novi
Job Description**

Deputy City Clerk

SUMMARY

This position assists with the overall administrative oversight, leadership, planning, and coordinating of the City Clerk's Office, by providing daily management of the operations within the City Clerk's Office.

SUPERVISION RECEIVED

Work is performed under the general supervision of the City Clerk.

SUPERVISION EXERCISED

Supervision is exercised over clerical employees assigned to assist.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Provides administrative direction to the Department through the policies, procedures and directives that are continually updated. Counsels staff on changes and interpretations of laws, guidelines, policies, and procedures.
- Coordinates staff, materials, notices, training, and equipment necessary to implement and conduct City elections.
- Performs post-election tasks, including accessibility reporting, document management, and secures storage of ballots. Accounts for and submits reimbursement paperwork.
- Aides in the maintenance of voter registration files.
- Assist in recording or transcribing minutes of official proceedings of the City Council.
- Oversees preparation of agendas, packets and minutes for City Council and various Boards, Commissions, Committees; assists City staff with preparation of materials.
- Manage Freedom of Information Act (FOIA) requests and coordinate responses from departments.
- Record, distribute, publish and file municipal ordinances.
- Issue licenses and permits pursuant to the City of Novi Code of Ordinances.
- Assist in the preparation of legal notices, resolutions, ordinances and proclamations.
- Has a record of continuing education, professional association involvement, and similar activities, having kept abreast of modern and innovative management methods.
- Has a demonstrated record of successful staff selection, team building, and effective communication.

- Listens and communicates effectively with a variety of audiences. Includes written or oral communication of ideas, strategies, goals, directions.
- Personifies leadership by attending meetings of professional societies and speaks before professional and civic organizations on activities; works in close cooperation with other City officials to further the objectives of the City Council and City Management.
- Conducts themselves in a manner that is congruent to the City's Leadership Philosophy and the ICMA code of Ethics.
- Compose and type correspondence and reports. Prepare agendas, hearing notices, advertisements and other notices.
- Assist the general public by supplying information promptly and effectively.
- Perform the duties of other Clerk Department staff as necessary. In this capacity may work the front desk, answer phones, process mail, and respond to public inquiries.
- Perform related work as required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

All of the following functions, qualifications, duties and KSA's (knowledge, skills and abilities) are essential. An employee in this class, upon appointment, must have the equivalent of the following:

- Ability to communicate effectively both verbally and in writing.
- Ability to work effectively with the public and other employees.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
- Skill in managing multiple projects, and prioritizing multiples tasks and demands.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Skilled in the use of office equipment and technology, including computers and related software, and the ability to master new technologies, proficient with Microsoft Office.
- Initiative and resourcefulness in handling problem situations.
- Considerable speed, skill and accuracy in recording and transcribing dictation.
- Ability to prepare and objectively analyze comprehensive reports.
- Ability to carry out assigned projects to completion.

- Ability to establish and maintain effective working relationships with Boards and Commissions, City Council, City employees, and the public.
- Ability to lead employees and effectively delegate;
- Works cooperatively and courteously using tact and patience with residents, employees and the general public.
- Maintains a cooperative relationship with employees in other departments within the organization.
- Independent judgment is required to plan, prioritize and organize diversified workload.
- Sincere, confident and projects an honest image.
- Demonstrated ability to value diversity in the workplace and community.
- Provides quality customer service that is consistent with the City's Customer Service Guarantee.
- Communicates the City's Leadership Philosophy through words and actions.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- An Associate's Degree in business or public administration or a related degree; Bachelor's Degree preferred.
- Eight (8) years professional level municipal experience, including legislative staff support, municipal elections, and records management.
- Three (3) years supervisory experience.

The ideal candidate for this position would be a professional with:

- Considerable knowledge of the legal requirements in the registration of voters, conduct of elections, accredited by the State of Michigan, and the custody of official documents.
- Reasonable knowledge of the City Charter, applicable city ordinances and official city policies.
- Reasonable knowledge of the organization and operation of city government.
- Reasonable knowledge of the laws governing issuance of permits and licenses, as well as Freedom of Information Act requests.
- Reasonable knowledge of records management principles and procedures.
- Possess Michigan Professional Municipal Clerk (MiPMC), preferred.
- Possess Certified Municipal Clerk Certification (or be enrolled), preferred.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to use his/her hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is

frequently required to stand, walk, and sit. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee will routinely work in a normal office setting. The work environment characteristics described herein are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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