

# CITY OF ISHPEMING

## City Clerk/Human Resource Manager Job Description

### General Summary

Under the general supervision of the City Manager, the City Clerk/Human Resource Manager is an administrative position and performs a broad range of highly complex assignments in support of daily operations of the City. Serves as Clerk of the Council, Chair of the Election Commission, and as the Freedom of Information Act Coordinator. Plans and coordinates a variety of projects, arranges meetings, participates in development, implementation and administration of policies, ordinances, and procedures. This position administers elections, publishes public notices, drafts agendas, ordinances, and policies, is the custodian of all official City records, and is the office for procuring all petitions, oaths of office, various licenses as required by the City Charter or ordinances. Custodian of the City Seal and certifies, by signature, all ordinances and resolutions enacted and passed by the City Council. Manages health insurance, retirement plans leave policies, assist in mediating conflicts managing disciplinary actions; participates in union negotiations, and job postings, screening, and interviewing processes.

FLSA Status: Management

City Clerk is Appointed by City Manager with confirmation of the City Council

Supervised by: City Manager

Supervises: Subordinate AFSCME union employees, non-union part-time employees, election workers, and interns.

### Essential Functions: City Clerk/Human Resources Director

1. As a multi-faceted manager, this position is a key member of the City's Management Team with close contact with the public, City Council, other Department Heads, residents/voters, and vendors/contractors.
2. Serves as liaison between the City Manager and City Departments, State, local and municipal officials, community groups, business and the general public. Responds to inquiries, concerns, and information requests, resolves various issues, and refers unusual situations to the appropriate parties.
3. Coordinates with the City Manager in performing the managerial and administrative functions necessary for effective and efficient operation of the City. Works with other department heads on special projects. Processes, provides research and administrative support, and otherwise facilitates the successful completion of projects across departments.
4. Serves as Clerk of the Council, shall attend all meetings of the Council and shall keep a permanent record of its proceedings and the actions; comply with all Open Meetings Act requirements and knowledge of Roberts Rules of Order.
5. The Clerk shall certify, by signature, all ordinances and resolutions enacted by Council, and shall maintain a record of all ordinances and resolutions.
6. Issues all licenses, registrations, and permits as required by Ordinance or policies and follows up annually as necessary.
7. Provides guidance and instruction to customers/citizens regarding city operations, rules, procedures, forms, and other requirements to ensure they understand processes; and obtain and complete all required paperwork.

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8. Exercise independent judgement and decision-making responsibilities in carrying out a wide variety of assignments, including developing and executing policies and procedures leading to the successful completion of the City's mission and the community's needs.
9. Custodian of all papers, documents, and records pertaining to the City of Ishpeming, custody of which is not otherwise provided for. Official custodian of the City Seal for certification of all records. Serves as Notary Public. Maintain the official book of ordinances and resolutions, including posting and publishing notices as required and ensuring ordinances are updated on the City's website.
10. Collaborates with the City Manager and City Attorney on policies, ordinances, various contracts, disciplinary issues as needed.
11. Prepares Council meeting packets ensuring all required items are included and follow up after meetings including, but not limited to, writing detailed memorandums/letters to organizations and/or individuals, preparing documents for final signatures by appropriate parties, and following up on actions of council that need further attention.
12. Assures the execution of various contracts and follows up on all renewals.
13. Oversees and directs Clerk's Office staff and other office staff when work assignments are issued.
14. Responsible for preparing City Clerk and Election budget documents, monitors expenditures and receipts of grant or reimbursement dollars.
15. As FOIA Coordinator, administers all FOIA policies and responds to all requests in accordance with the Freedom of Information Act; maintains log of all FOIA requests and works with the City Attorney and other department heads as needed to gather information and prepare responses within statutory timelines.
16. Administers property and liability insurance program, including claims administration and claims processing; prepares annual property and liability insurance renewal which includes assessing and analyzing past claims.
17. Ensure all Certificates of Insurance are received for special events, contracts, agreements, etc. including the property coverage as required by our liability insurance carrier.
18. Responsible for submitting claims and monitoring status of workers compensation claims with carrier. Follow up on any recommendations for loss controls from carrier.
19. Serves as FMLA coordinator, answers question and collects and provides required information to employees. Responsible for maintenance of record keeping of all confidential FMLA/HIPPA protected documents. Track FMLA usage and leave balances.
20. Prepares ads and union postings for vacancies; prepares all personnel action forms for wage changes; and calculates employee final payouts upon severance/termination. Provides interpretations of union contracts as needed.
21. Conducts the onboarding process for new hires ensuring all necessary materials are completed and addressing questions and concerns; and conducts the off-boarding process to ensure a smooth departure or retirement. Maintains employee personnel files.
22. Primary contact for confidential drug screen selections and receives all results; schedule random drug screenings, and performs all queries for new employees and annually through the Federal Motor Carrier Safety Administration-Drug and Alcohol Clearinghouse.
23. Responsible for enrollment and or unenrollment of employees and dependents in city's health insurance, dental, vision, and life insurance programs. Administers COBRA for employees as required.

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24. Prepare all benefit reporting (i.e. Affordable Care Act, Medicare).
25. Manages Act 345 Police Fire Pension new enrollments, new retirees, retiree deaths, and provide necessary info to the Act 345 Board. Assist employees enrolled in MERS with pension/retirement benefits.
26. Participates in union negotiations and prepares final draft incorporating tentative agreement language for review by both parties; prepares of letters of agreement and/or letters of understanding for collective bargaining contracts.
27. Ensures Title VI Plan is up-to-date and prepares responses to complaints with the Title VI Coordinator and prepares and submits reports as necessary.
28. Maintains professional growth and up-to-date knowledge in all areas of responsibility through research, continuing education, and training.
29. Grant administration including all reporting, reimbursements, and extensions for various grants received by the City.
30. Maintains the official City of Ishpeming website.
31. Coordinates with the City Assessor in preparing meeting packets, prepares meeting notices as required by the City Charter for all Board of Review sessions/meetings. Maintains records for all Board of Review members for the required training.
32. Process all Neighborhood Enterprise Zone Certificates and provides all necessary information to the Tax Commission and Assessor.
33. Assists Downtown Development Authority Liaison with meeting prep; help with recruitment volunteers for Beautification and track volunteer assignments in coordination with Master Gardner.
34. Administers Façade Grants and Start Up Assistance grants for compliance and releases payments as required.
35. Provides support to all other City Boards/Commissions.
36. Perform such other duties as the Manager or Council may direct pertaining to the general management of the City. Also performs all duties prescribed in the City Charter, ordinances policies and resolutions for the City Clerk and Human Resources Director.

## Essential Functions: City Clerk-Elections

37. Conducts all elections held in the City according to established procedures and records and verifies results and oversees and directs staff to ensure all requirements of the Michigan Election Law are met.
38. Experience and knowledge of the Michigan Qualified Voter File (QVF) and the Michigan Elections eLearning Center.
39. Processes and maintains voter records such as issuing voter ID cards, cancellations, moves, name changes, voter history and voter registration process, meeting federal ID requirements.
40. Michigan Ballot Production Standards – ordering and proofing election ballots.
41. Recruit, hire, supervise, and schedule elections workers for all elections. Ensure all election workers have necessary training.
42. Issue and receive nominating petitions and verify all signatures per Michigan Election Law.

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43. Oversees and issues Absent Voter (AV) ballot applications and Absent Voter Ballots and balances daily AV reports during elections.
44. Knowledge of the MOVE Act (Military and Overseas Empowerment Act) preparing ballots and meeting timelines as required under the Act.
45. Ensure all early voting requirement requirements are met.
46. Knowledge of election records management/retention as required by the Bureau of Elections.
47. Researches grant sources or reimbursement opportunities available for elections.
48. Testing and troubleshooting of voting equipment.
49. Prepares notices for local papers or website regarding voter deadlines, precinct information, public accuracy testing and other information pertinent to Election Day.
50. Responds to all citizen inquires regarding the election process.
51. Continuing education with changes in election laws.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## Employment Qualifications

Bachelor's Degree in Business Administration preferred or related field; progressively responsible experience in municipal governmental operations; or an equivalent combination of formal education and 3-5 years of progressive experience providing the required knowledge skills, and abilities. Previous experience as a Clerk or Deputy Clerk preferred.

Knowledge in the principles and practices of municipal administration, public administration, human resources, public relations, and risk management.

Knowledge and understanding of the City Charter and organization, ordinances, policies and procedures; and experience with the Open Meeting Act and parliamentary procedure preferred. Skilled at recording/preparing meeting minutes.

Ability to manage priorities and adjust priorities on short notice; able to work extended hours both scheduled and not schedule.

Ability to independently and cooperatively plan, organize, prioritize, coordinate multiple tasks and activities.

Excellent interpersonal skills and customer service skills; and ability to effectively communicate with a wide range of individuals, groups, and constituents in the community.

Ability to establish and maintain effective working relationships with employees, other departments, elected officials, and local organizations/groups, and residents.

Extensive knowledge of the election process, election law, and working knowledge of the Qualified Voter File (QVF) is preferred.

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Must successfully complete, within one (1) year, and maintain election administrator accreditation pursuant to the requirements established by the Michigan Bureau of Elections; including a certified user of the Qualified Voter File (QVF).

## **Other Requirements:**

- Reliable and dependable with a proactive work approach
- Strong organizational and project management skills
- Self-motivated and detail oriented
- Considerable supervisory and leadership experience
- Notary public or ability to become licensed
- A valid State of Michigan driver's license

Approved: 4-1-2026