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**THE CITY OF BRIDGMAN IS CURRENTLY ACCEPTING APPLICATIONS  
FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY:**

## City Clerk

The City of Bridgman is seeking applications for a City Clerk. This is a full-time position that reports to the City Manager and works closely with the City Manager coordinating projects, reports, and Council updates with the Manager.

Candidates should be highly organized with a knowledge of modern office practices, procedures, and computer systems, and should possess excellent verbal and written communication skills. The City Clerk administers elections, oaths of office, and is the steward of all City records and documents, in addition, the City Clerk compiles and distributes agenda materials, attends meetings of City Council, various commissions and boards, records and prepares official meeting minutes, and assures legal notices are published.

The City Clerk is responsible for conducting all national, state and local elections including voter registration and maintenance of poll lists. The City Clerk recruits and trains temporary election workers and election staffing. The City Clerk processes Accounts Payable invoices and issuing checks for payment to vendors, as well as maintains the vendor database and files as needed. The Clerk will also assist with customer service of in-person visitors, phone calls and electronic communications. The City Clerk is the Freedom of Information Coordinator and is responsible for obtaining and disseminating requested information as permitted by law.

An Associate's Degree or equivalent college coursework in business administration or a related field is a plus. A combination of education and experience with the election processes, as well as an understanding of and prior experience with Roberts Rules of Order shall be considered. Previous experience as an administrative professional, deputy clerk, office manager or related field is preferred. Good communication skills are required. Performs other duties as needed.

Benefits: A full benefit package includes a salary \$45,000-\$55,000 DOQ, MERS defined benefit pension, health, dental, and vision insurance coverage, paid time off, holidays, voluntary deferred compensation (457), and disability and life insurance provided.

**A complete job description and application form is available at <http://www.bridgman.org/135/Employment-Opportunities>. Submit application and resume to the City of Bridgman, 9765 Maple Street or by email to [jganum@bridgman.org](mailto:jganum@bridgman.org) no later than Wednesday, June 8, 2022 at 4:00 pm.**

The City of Bridgman is an Equal Opportunity Employer



## CITY OF BRIDGMAN JOB DESCRIPTION

**This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

### CITY CLERK

**SUPERVISED BY:** Works under the direction of the City Manager. The City Manager makes special assignments and is consulted on unusual work situations. This employee conducts the ongoing functions of the position with considerable independence according to established regulations and procedures. The work is usually checked upon completion through the review of reports.

**SUPERVISES:** Part-time and/or temporary election workers/employees.

**GENERAL PURPOSE:** An employee in this position serves as the City Clerk and performs a variety of routine and complex clerical and administrative work in the administration of the City government, conducts national, state and local elections, serves as custodian of the City seal and all City records, documents and ordinances, administers oath of office, and registers voters.

**ESSENTIAL JOB FUNCTIONS:** An employee in this position may be called upon to do any or all of the following essential duties: (These examples **do not** include **all** of the duties which the employee may be expected to perform.) The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. This position is classified as Exempt.

- Serves as the Clerk to the City Council, records, transcribes and indexes City Council minutes, administers oaths of office and attends regular and special Council meetings. Publishes public hearing and meeting notices, ordinances, bid advertisements, and all other legally required notices.
- Provides office and counter services including processing of voter registrations, the maintenance of poll lists, and the maintenance of official city records including Council minutes, resolutions, City ordinances, property records, contracts and other documents.
- Conducts national, state and local elections. Plans for, recruits and trains temporary election workers and election staffing. Drafts ballots for city offices and coordinates the printing.
- Directs election operations, coordinates the canvas of votes, and oversees recounts. Prepares budget requests for the clerks office, maintains activity records, and coordinate office and election operations with those of related city and county departments.

- Serves as custodian of the City Seal and all City records, documents and ordinances.
- Prepares reports for Council meetings, prepares surveys and other reports as directed. Assists in the preparation of ordinances and resolutions as directed. Assists in the preparation of agendas and supporting reports for Council and various commission/board meetings.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested. Serves as the Freedom of Information Coordinator. Accepts claims for damages and other legal papers served on the City.
- Perform record keeping and accounting services for Accounts Payable, including processing of vender invoices and issuing checks for payment of services and supplies received by the City. Maintains vender database and files as needed.
- Performs related work as assigned and required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, abilities and minimum qualifications necessary to perform the essential functions of the position. An employee in this position should have the equivalent of the following:

**(A). Education and Experience:**

- Graduation from high school. An Associates degree in business, records management or a related field is preferred
- Two (2) or more years as a deputy clerk, or in a progressively more responsible secretarial or administrative support position, preferably in a municipal setting.
- Thorough knowledge of the laws, ordinances and other regulations pertaining to records management, public information, elections and voter registration.
- Experience in the practice and operations of municipal elections.

**(B). Necessary Knowledge, Skills and Abilities:**

- Ability to implement laws/regulations governing official duties of city clerk, election laws and the principals and practices of municipal elections.
- Knowledge in the principles, practices and operations of the city clerks office, and secretarial science to efficiently prepare a variety reports, correspondence and city documents.
- Thorough knowledge of the rules of public meeting conduct, the City Charter and official City policies.
- Ability to effectively communicate, coordinate multiple tasks, maintain attention to detail, exercise a high degree of diplomacy.

- Ability to attend meetings scheduled at night or at times other than regular business hours.
- Ability to establish/maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, elected officials, community organizations, co-workers, vendors and the public.

**SPECIAL REQUIREMENTS:** Must be bondable, have a valid driver's license and become a notary public.

**TOOLS AND EQUIPMENT USED:** Requires frequent use of personal computer, including word processing and spreadsheet programs, electronic voting equipment, and other standard office equipment.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:** The physical demands and work environment characteristics described herein are representative of those that must be met and encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderately quiet

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests may be required