

VILLAGE OF PORT SANILAC
JOB DESCRIPTION – VILLAGE CLERK

JOB TITLE: VILLAGE CLERK

The Clerk is selected by nomination of the President and confirmed by the Village Council in accordance with the Ordinances of the Village as governed by the laws of the State of Michigan. The Clerk serves at the pleasure of the Village Council. The Clerk shall be an appointee of the Village and shall not be a member of the Village Council.

RESPONSIBILITIES:

The responsibilities of the Clerk include, but are not limited to:

- Maintaining the official records of the Village including meeting minutes, correspondence, and financial records in a safe and secure manner, at the direction of the Village President;
- Keeping the Corporate seal and all records and documents not entrusted to another officer by the Village charter (MCL 64.5);
- Serving as Clerk of the Village Council, recording all proceedings, resolutions, and ordinances (MCL 64.5);
- Countersigning and registering all licenses (MCL 64.5);
- Making reproductions in accordance with the Midea Records Act of 1922, P.A. 116, (MCL 24.401-24.403, MCL 64.5);
- Administering oaths and affirmations (MCL 64.5);
- Serving as general accountant in cooperation with the Village Treasurer (MCL 64.6, 64.7);
- Collecting claims against the Village, presenting them to Village Council for allowance and, if followed, submit check disbursement authorization to the Village Treasurer (MCL 64.6);
- Reporting tax or money levied, raised, or appropriated to the Village Treasurer, as well as the fund to be credited (MCL 64.6);
- Financial Reporting to the Village Council, as requested (MCL 64.8)

ESSENTIAL DUTIES include but are not limited to:

Historical Record Keeping	Preparing/Posting Meeting Agendas
Preparing Council Packets	Preparing/Posting Meeting Minutes
Coordinate Website Updates	Newsletter Editing and Processing
Administering Oaths	FOIA Coordination
Insurance (life, liability, vehicle)	Drafting and Publishing Ads
Processing Permits	Preparing Ordinances and Resolutions
Maintaining Personnel Files	Grant Administration
Invoice Account Coding	Check Signing
Post/Publish Public Notices	Calculating/Processing Stipends
Contract Maintenance	Audit Preparation
Utility Invoice Maintenance	

REQUIREMENTS:

Associates degree in accounting, public administration, or municipal finance or two or more years' experience in bookkeeping, accounting, or other financial-based clerical duties is preferred.

Understanding and following Village Ordinances, Resolutions, Policies and Procedures, and Roberts' Rules of Order.

Ability to establish and maintain effective working relationships with residents, other employees, elected officials, governmental agencies, the media, and vendors.

Ability to understand and follow oral and written instructions.

Maintain attention to detail, prioritize demands, multitask, and meet deadlines.

Ability to exercise a high degree of diplomacy in all situations.