

CITY CLERK/DEPUTY TREASURER

FLSA: Exempt

GENERAL SUMMARY

This is a department head position appointed by the City Council and receiving day-to-day supervision from the City Manager. In this classification the individual supervises a small staff in documenting and preserving the official records of the City. The City Clerk also conducts municipal, State and national elections in the municipality. In addition to the Treasurer duties listed below, this position is responsible for additional City Treasurer duties upon that person's absence. Following State laws and City Charter the individual properly assists the City Council in conducting their business. Per City Charter this position serves as Acting City Manager in the absence of the City Manager.

CITY CLERK PRINCIPAL DUTIES:

- Manages all aspects of the election processes for the citizens of the community; coordinates all statutory obligations as set forth in election laws
- Prepares Council agendas, records minutes, prepares Council resolutions and general correspondence
- Publishes all city notices and ordinances as required by law
- Insures the safe keeping of all municipal records; provides certified copies of records
- Administers the oath of office for City representatives
- Participates as a senior management team member providing office management advice and assistance to other team members
- Trains and directs a small staff on job duties related to the Clerk department
- Supervises and conducts research for the Council and administrative staff
- Serves on the Election Commission and Safety Committee
- Prepares and certifies various official documents for the Council; coordinates City Hall mail delivery and pickup
- Directs the taking of minutes at Council, Civil Service and Human Relations Commission meetings
- Receives public correspondence, petitions and similar items on behalf of the Council and authenticates same as provided in statutes and City policy
- Arranges Council conferences and travel accommodations
- Signs official Council documents attesting to their authenticity; custodian of the City seal
- Manages the liability insurance program and serves as the Risk Manager for the City
- Manages the issuances of liquor, marijuana, taxicab and peddler licenses
- Provides Notary services to the public
- Responds and resolves citizen complaints and requests for information; explain procedures and policies related to division operations
- Performs related work as required
- Prepares and presents the Clerk Department and Council budgets each fiscal year to the Budget Committee
- Serves on the Budget Committee with the City Manager and Finance Director
- Review division policies and procedures, recommend modifications as appropriate and participate in developing new approaches to improve divisional operations
- Perform other related duties as assigned

DEPUTY TREASURER PRINCIPAL DUTIES:

- Responsible in the collection of taxes, special assessments, fees, permits and other city revenues
- Accepts various forms of payment for property taxes, building and parking permits

- Reviews and maintains records of all daily receipts; balance daily receipts with the money received/deposited prior to appending the daily transactions
- Responsible for depositing daily collections to local banks
- Coordinates activities with Ypsilanti Police Department, 14A District Court, and software vendor to collect and process parking fines
- Maintain use of online payment system, including vendor relationship
- Prepares and presents the Treasury Department budget each fiscal year to the Budget Committee
- Respond and resolve citizen Treasury complaints and requests for information; explain procedures and policies related to division operations
- Coordinate activities with privately contracted service providers, including credit bureaus, collection agencies, and companies hired to collect utility payments
- Review division policies and procedures, recommend modifications as appropriate and participate in developing new approaches to improve divisional operations
- Assist in preparing the Treasury Office budget
- Trains and directs a small staff on job duties related to the Treasury department
- Prepare and submit employee data to payroll for processing
- Prepare correspondence as necessary
- Responsible for implementing Best practices for Treasury (i.e. installed cameras, improved policies and procedures, instituted money counter, implemented VISA card as form of payment)

ADMINISTRATIVE HEARINGS BUREAU (AHB) PRINCIPAL DUTIES:

- Serves as administrator over the Administrative Hearings Bureau
- Serves as Parking Bureau Administrator
- Administer the AHB in accordance with the Code of Ordinances, Section 71 and all rules and procedures adopted by the City Council and city administration for the management of the AHB
- Directs recording of items on the property for non-payment of judgements and the attendance of relevant witnesses
- Supervise department staff as their duties relate to those of the AHB and delegate work assignments as required and authorized by law; supervise and direct the activities of AHB clerk
- Manually prepare annual reports from databases
- Propose an annual budget for administering the AHB
- Maintain a courteous working relationship with elected and appointed officials, City staff, enforcement officers, community and business representatives, citizens charged with offenses, attorneys, and the general public
- Ensure that all required noticing occurs according to policy and law
- Ensure that all AHB records are maintained
- Responsible for any and all administrative duties as assigned
- Follows up with the city attorney and enforcement officer on open cases as necessary
- Direct and initiate collection of outstanding cases
- Resolves conflict with citizens regarding AHB determinations
- Responsible for developing and implementing streamlined processes to improve office work flow and maintain accurate records
- Responsible for continuous improvements, including the selection and implementation of software for data tracking
- Prepares and presents the AHB budget each fiscal year to the Budget Committee

KNOWLEDGE, SKILLS AND ABILITIES

A Bachelor's Degree from an accredited four year college or university with a major in public or business administration and five years of supervisory experience or any combination of experience and training to provide for the following knowledge, skills and abilities:

- Possess and maintain a valid Michigan driver's license
- Knowledge of Federal and State election statutes
- Knowledge of statutory retention programs
- Knowledge of meeting rules of procedures
- Knowledge of tax collection and general Treasury procedures
- Knowledge of general municipal law
- Ability to supervise a small staff
- Ability to communicate with a wide variety of people
- Ability to write accurately, synopsising general statements from meetings and recording official statements and documents accurately

PHYSICAL DEMANDS

The physical demands characterized here epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: stand or walk and stoop or kneel. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; use hands to finger, handle, or feel; and reach with hands and arms extensively.

The employee in this classification will be required to frequently lift objects of up to 10 pounds in weight. Occasionally the employee will have to lift/move objects of up to 25 pounds in weight. Vision requirements for this position include close vision and the ability to adjust focus.

WORKING CONDITIONS

Works in a climate controlled office environment with a moderate noise level.