



**VILLAGE OF BLISSFIELD
JOB DESCRIPTION**

VILLAGE CLERK

Supervised by: Village Administrator
Supervises: n/a
Salary: \$46,000 – \$51,000 annually

Position Summary:

The Village Clerk is an appointed position to serve the Village Council and residents of the Village. The Village Clerk is under the general supervision of the Village Administrator. The Clerk's main functions are to maintain all official Village records and ordinances, and serve as Secretary to the Village Council. The Village Clerk serves as official custodian of the Village seal and manages the retention and storage of all records, documents, and ordinances. The Village Clerk also administers oaths of office. This position participates as a member of the Village's senior management team.

Essential Job Functions:

This position is an appointed position under the Village's charter (General Law Village Act) and created under Ordinance No. 16, and may be called upon to do any or all of the following essential functions. These examples do not include all the duties which an individual may be expected to perform. To accomplish this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as Secretary to the Village Council. Assists in preparing agenda and packets, records meeting minutes according to established standards of detail, processes correspondence, publishes all legal notices as required by law.
2. Serves as the official custodian for the safekeeping and management of all Village records and documents and the Village seal. Certifies ordinances and resolutions and maintains minute books and codified publications of ordinance. Administers oaths of office.
3. Maintains confidential personnel files in accordance with legal guidelines. Files may involve benefits/insurance information, documents related to accident/damage claims, and drug and alcohol testing results.
4. Processes and keeps proper records for all account's payable transactions, including payroll; prepares related reports, and pays payroll taxes. Serves as benefits administrator, processing claims and paperwork, researches new alternatives as requested, and responds to employee or vendor inquiries as needed.
5. Keeps abreast of new administrative techniques and current issues/laws through continued

- education and professional growth. Attends conferences, workshops, and seminars as appropriate.
6. Responds to inquiries and requests for information (FOIA) according to policies and laws regarding access to public information. Directs complex requests through appropriate legal channels and refers specific questions to other Village departments. Acts as the FOIA Coordinator/Administrator.
 7. Conducts research, compiles information, and prepares reports on a variety of subjects as requested. Assists in the preparation of ordinances and resolutions as directed.
 8. Performs the duties of other administrative staff as necessary. Works the front desk, answers phones, and responds to citizen inquiries and complaints. Plans and coordinates special Village functions and events as requested.
 9. Performs and processes payroll and associated payroll tasks.
 10. Serves as the Planning Commission Secretary. Takes minutes, prepares agenda and notices, and performs other related duties.
 11. Ensures confidentiality of information utilized in the course of executing these essential job functions, as circumstances permit and/or require.
 12. Performs related work as required.

Preferred Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and preferred qualifications necessary to perform the essential functions of the position.

Minimum qualifications:

- A high school diploma and an Associate's Degree in business, public administration, or related field.
- Three years of progressively responsible experience in public administration, finance, business, or related setting.
- Ability to become a Notary Public with a stamp and seal.
- Skill in conducting research and preparing comprehensive and accurate reports.
- Skill in the use of office equipment, including computers and related software.
- Ability to think independently and make decisions in a fast-paced work environment.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, elected officials, and the public.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings scheduled at other than regular business hours and have knowledge of the rules of public meeting conduct.

Preferred qualifications include the following:

- A Bachelor's Degree, or the equivalent, in business, public administration, or related field.
- Five years of progressively responsible experience in public administration, finance, business, or related setting.
- Knowledge of the laws, ordinances, and other regulations pertaining to records management, public information, and general municipal administration.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in compiling and evaluating complex data and formulating policy and service recommendations.
- Knowledge and experience maintaining websites and social media accounts.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person, via email, and on the telephone. The employee is frequently required to review and produce written and computerized documents. The employee is frequently required to access various locations within the office building and occasionally required to lift and/or move lightweight items.

While performing the duties of this job, the employee regularly works in an office setting. The noise level in the work environment varies from quiet to moderate.

Created: 2/6/2020

Approved: 4/13/2020