

# City of Swartz Creek Job Description

**City Clerk**  
REVISED: March 2026

**FLSA:** Exempt

**DEPARTMENT:** City Clerk

**GENERAL STATEMENT OF DUTIES:** Serves as Clerk to the City Council, all boards, commission and committees. Is responsible for the proper administration of elections and the voting process as set forth in the City Charter. Coordinates and directs the maintenance of city records, issuance of licenses. Performs duties related to payroll and human resources, customer service, grant administration and high level administrative support for boards, commission and committees. Oversees the performance of the functions assigned to the finance officer under the City Charter.

**SUPERVISION RECEIVED:** Works under the general direction of City Manager or designee.

**SUPERVISION EXERCISED:** Supervises the administration of Elections. As needed, or as directed by the City Manager, may provide general and technical direction and supervision to the Administrative Assistant Position's and part-time office staff.

**EXAMPLES OF WORK PERFORMED:** The following tasks are typical examples of the work performed by an employee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position. The Clerk shall oversee, delegate, perform and administer all duties as set forth in the City Charter, including, but not limited to:

1. Serves as Clerk to the City Council and boards and commissions. Prepares and/or distributes agendas, attends meetings, records and prepares meeting minutes.
2. Prepares and edits resolutions, proclamations, ordinances and other documents.
3. Onboard new employees and officials.
4. Serves as Election Administrator, administers elections consistent with federal, state and local laws. Publishes notices, issues absentee ballots and forwards required documentation to County, State and other organizations as required.
5. Prepare/post and publishes notices of public hearings, ordinances, and related matters.
6. Attends or oversees the attendance by a Deputy Clerk (if available) of meetings held by the City Council, prepares notes of the meeting and preparation of official minutes.
7. Maintain, index and file all official records of the City and Council, including meeting minutes, resolutions, policies, ordinances, contracts, claims, insurance policies, equipment, boundaries and similar actions. Maintains official files according to established retention policies and disposal schedules.
8. Coordinate Council member, official, and staff travel.
9. Coordinate Board of Review for the contract Assessor.
10. Act as liaison for contracted Information Technology services and oversee related IT equipment/service procurement.
11. May act as information officer and/or digital content maintenance coordinator.
12. Maintain burial register for the City Cemetery.
13. Performs functions related to Human Resources record management, including liaison and record management duties related to official employee files, insurance, workmen's compensation and other employee benefit coordination.

14. Assist auditors by providing data and by responding to inquiries in the course of an audit.
15. Provide for routine financial and procedural checks and balances as required by auditors.
16. Attend job related training courses and seminars.
17. Perform related duties as assigned.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- Working knowledge of state election laws and procedures.
- Working knowledge of Qualified Voter System.
- Working knowledge of word processing, spreadsheet and database programs (Microsoft Word, Excel, Access, and BS&A applications).
- Working knowledge of record keeping and filing systems.
- Ability to operate standard office equipment, including word processor, copier and telephone system.
- Ability to communicate clearly and effectively, orally and in writing, with co-workers, supervisors and the general public.
- Ability to write reports and correspondence.
- Ability to understand and follow complex oral and written instructions.
- Ability to operate a keyboard, copier and other office equipment, lift loads of up to 25 pounds, sit for prolonged periods of time, hear verbal communications on the phone and in an office environment, read and manipulate written text.
- Knowledge of policies and procedures specific to the Clerk's office, with working knowledge of human resources administration practices strongly preferred.
- Ability to handle highly sensitive and confidential information with complete discretion.
- Ability to critically assess situations and solve problems, communicate effectively in normal or contentious situations, and work well under stress and within deadlines.
- Ability to establish and maintain effective working relationships with employees, supervisors, City officials, other professionals, and the general public.
- Ability to attend meetings outside of normal business hours and work very long hours during elections or as needed.

**MINIMUM QUALIFICATIONS:**

- A high school diploma (GED), along with a combination of education and experience substantially equivalent to an Associate's Degree in Business Administration or closely related field. A Baccalaureate Degree is desirable. Previous experience managing or supervising others is preferred.
- Certification as a Municipal Clerk or the ability to complete certification within three years.
- Certification as an Election Official, or the ability to attain certification within a reasonable time period, as required by State of Michigan.
- Certification as a Notary Public or the ability to attain certification within a reasonable time.
- Three or more years of experience in a related setting, preferably including elections experience, previous experience managing or supervising others is strongly preferred.

Approved:

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Adam Zettel, City Manager

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Date