



Opening for City Clerk

City of Swartz Creek, Genesee County, MI

The City of Swartz Creek is seeking to fill the recently vacated position of City Clerk. The office staff of the city has been restructured in the past two years and now includes a Treasurer, two full time admins, a part time admin, as well as contracted finance, IT, and assessing services. At this time, the city seeks to fill the clerk position with an experienced individual to conduct elections, manage records/notices/publications, assist in general office operations, and perform all other functions of the office of clerk.

The position is a full time, exempt, at-will position operating under an agreement and the employee handbook. Salary range is flexible, depending on qualifications, ranging from \$50,000 to \$70,000 annually. The city offers generous holiday, PTO, health care (HAP HMO Select Platinum), and retirement contribution (up to 10% 401 match and 4% post retirement health).

Successful candidates are expected to start on or around May 11, 2026 or as soon as practical. Resume, cover letters, and two+ references must be submitted to City of Swartz Creek, 8083 Civic Drive, Swartz Creek, MI 48473, by April 9, 2026. A full application, background check, employee screening, and competency testing may be conducted to ascertain the ability to perform the required job functions.



Where Friendships Last Forever

Adam Zettel, AICP

City Manager

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www.cityofswartzcreek.org

City of Swartz Creek Mission Statement

The City shall provide a full range of public services in a professional and competent manner, assuring that the needs of our constituents are met in an effective and fiscally responsible manner, thus promoting a high standard of community life.

City of Swartz Creek Values

The City of Swartz Creek's Mission Statement is guided by a set of values which serve as a common operating basis for all City employees. These values provide a common understanding of responsibilities and expectations that enable the City to achieve its overall mission. The City's values are as follows:

Honesty, Integrity and Fairness

The City expects and values trust, openness, honesty and integrity in the words and actions of its employees. All employees, officials, and elected officials are expected to interact with each other openly and honestly and display ethical behavior while performing his/her job responsibilities. Administrators and department heads shall develop and cultivate a work environment in which employees feel valued and recognize that each individual is an integral component in accomplishing the mission of the City.

Fiscal Responsibility

Budget awareness is to be exercised on a continual basis. All employees are expected to be conscientious of and adhere to mandated budgets and spending plans.

Public Service

The goal of the City is to serve the public. This responsibility includes providing a wide range of services to the community in a timely and cost-effective manner.

Embrace Employee Diversity and Employee Contribution, Development and Safety

The City is an equal opportunity employer and encourages diversity in its work force, recognizing that each employee has unlimited potential to become a productive member of the City's team. Each employee will be treated with the level of respect that will allow that individual to achieve his/her full potential as a contributing member of the City staff. The City also strives to provide a safe and secure work environment that enables employees to function at his/her peak performance level. Professional growth opportunities, as well as teamwork, are promoted through the sharing of ideas and resources. Employees are recognized for his/her dedication and commitment to excellence.

Expect Excellence

The City values and expects excellence from all employees. Just "doing the job" is not enough; rather, it is expected that employees will consistently search for more effective ways of meeting the City's goals.

Respect the Dignity of Others

Employees shall be professional and show respect to each other and to the public.

Promote Proactive Thinking and Innovative Suggestions

Employees shall take the responsibility to look for and advocate new ways of continuously improving the services offered by the City. It is expected that employees will perform to the best of his/her abilities and shall be responsible for his/her behavior and for fulfilling the professional commitments they make. Administrators and department heads shall encourage proactive thinking and embrace innovative suggestions from employees.



Swartz Creek at a Glance

The City of Swartz Creek operates under the council-manager form of local government. The city council consists of seven non-partisan members of the electorate that elect a mayor to serve from their membership. The city manager works at the pleasure of the council to direct all day to day administrative activities of the city. The city boasts a stable, transparent, and engaged city council and administrative service, with the manager serving for over twelve years.

Swartz Creek is a growing community of about 6,000 residents and many commercial and industrial occupants, including GM CCA. The area is experiencing additional development, redevelopment of downtown, and infrastructure investment. The city operates a full service community with a water distribution system, sewage collection system, streets, storm water system, trails, parks, and city buildings/grounds. Additional services and functions include assessing, community development, building, planning, zoning, and elections. Police and Fire are provided by regional authorities.

Swartz Creek operates numerous funds with a total operating [budget](#) of about \$10M annually, excluding special capital investments. The fiscal health of the city is sound and improving, with routine budget surpluses, strong fund balance, and funded asset management plans. BS&A is used for most governmental functions. The office consists of two full time and two part time administrative staff to support utility billing, payroll, accounts payable, building liaising, and customer support.

Application Process

Electronic submittal of a cover letter, resume, and references is preferred. Submissions shall be directed to Adam Zettel, by end-of-business on April 2, 2026 at:

azettel@cityofswartzcreek.org

Candidate review will be conducted on or about April 6th. Interviews and additional vetting is expected to be complete by the end of April. Any offer will be contingent upon a successful physical, background check, psychological screening, and drug screening.

The current Clerk job description is [here](#).

Note that the description is subject to change based on qualifications and finalized negotiated duties.



The City of Swartz Creek is an equal opportunity employer and will not discriminate against any applicant for employment because of race, color, religion, sex, or national origin.