



CITY OF ROCHESTER HILLS
Department of Human Resources
NOTICE OF FULL-TIME, FLSA-EXEMPT VACANCY

Position: **CITY CLERK**
Location: **Rochester Hills City Hall**
Starting Salary: **\$85,146 to \$89,627 (DOQ)**
Plus excellent benefits

Overview: Appointed by City Council, works under the administrative direction of the Mayor. Plans, organizes, and directs department activities; serves as clerk to the City Council, acts as City's official records manager, and chief election official. Supports Council-appointed boards, commissions and committees. Also responsible for operation of municipal cemetery and issuance of passports, permits and licenses.

Required Minimum Qualifications:

- Related Bachelor's Degree and ten years directly related supervisory level municipal experience; including legislative staff support, municipal elections, and records management; or a related Master's degree and five years directly related experience; or an equivalent combination of experience and education that results in the ability to effectively perform essential duties of the position.
- Proficiency with modern office technology, computer systems and related business applications.

Desirable Qualification:

- Master Municipal Clerk (MMC) or Certified Municipal Clerk (CMC) designation preferred, but not required.

SELECTION PROCESS: (NOTE: This candidate selection process is subject to the Open Meetings Act)

Initial Review of Qualifications – Human Resources Department (HR) will conduct a review of resume, application, college transcripts, and other documentation submitted as evidence of required and desirable qualifications;

Supervisory/Management Assessment – Depending on the number of qualified applicants, HR may administer an assessment of supervisory, management and communication skills prior to Selection Committee review.

Selection Committee Review of Applicants – City Council-appointed Search Committee will review application materials and assessment results, and prioritize candidates for further consideration in an open meeting format.

Qualifications Interview – Search Committee will conduct open interviews to further evaluate job knowledge, verbal communications, employment history, character, professionalism and other factors related to successful performance;

Background Verification – HR will verify background information, including conviction record, driving record, and work history; and obtain personal and professional reference information on finalists identified by the Committee.

City Council Selection – The Search Committee will recommend the names of one or more candidates to City Council as finalist(s) for selection.

POST-CONDITIONAL OFFER EVALUATION:

Physical Examination – HR will extend a conditional offer of employment to the candidate selected by City Council and arrange for an occupational medical examination to evaluate the ability of the selected candidate to perform essential functions of the position with or without reasonable accommodation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides administrative and staff support to City Council and designated boards, commissions and committees; prepares notifications, agendas and information packets; records official Council actions as determined by statute.
- Acts as records manager for the City, implements city-wide records management program and maintains all official City records of Council, boards, commissions and committees.
- Responsible for publication and re-codification of City ordinances.
- Ensures that all elections are executed in accordance with statute and regulation; serves as member of Elections Commission and City Canvassing Board.
- Administers all oaths required by State law, City Charter and ordinances.
- Responsible for vital statistics reporting, including all births and deaths within the city.
- Issues passports, permits and licenses; coordinates requests for liquor license activities.
- Responds to inquiries and requests for information; designated Freedom of Information Act coordinator for the City.
- Oversees operation of municipal cemeteries; serves on Cemetery Board.
- Responsible for collection and distribution of mail within City departments.
- Establishes and maintains effective supervisory, professional and public relations, including complaint investigation, negotiation; conflict and problem resolution.
- Develops short and long-term goals, policies and procedures for department
- Prepares and presents department's annual budget.
- Ensures compliance with work safety standards and practices.
- Performs other duties as designated.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The work is generally performed in an office environment. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile and limited occasional lifting of objects weighing in excess of 25 pounds. The work environment involves everyday risks or discomforts that require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

Equal Employment Opportunity Employer:

It is the policy of the City of Rochester Hills to hire qualified individuals with limiting conditions in accordance with all applicable state and federal laws. Applicants having a limiting disability requiring some special accommodation to participate in the examination process, as described above, must notify the Human Resources Department of that fact at the time of application, or at least one week prior to test date. Questions relative to this matter should be referred to the Director of Human Resources.

APPLICATION PROCESS: City of Rochester Hills Employment Application can be submitted via e-mail, mail, fax or in-person and must be received within the posting period as specified below. Resume and cover letter should accompany the official application form; transcripts and verification of credentials must be submitted prior to interview. **Note: Applicant requests for confidentiality will be honored up to the interview stage of the selection process to the extent permitted under the State Open Meetings Act and Freedom of Information Act.**

The application form may be printed from the City's Web page at www.rochesterhills.org or obtained from the Human Resources Department, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI 48309.

Phone: (248) 656-4708; Fax: (248) 656-4739; E-Mail: humanresources@rochesterhills.org.

Date Posted: Monday, December 3, 2012

Closing Date: Monday, December 17, 2012 at 5:00 p.m.

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