

CITY CLERK

Recruitment Profile



The City of Grand Haven respects, values and celebrates the unique attributes, characteristics and perspectives that make people who they are. The pillars of equity, diversity and inclusion are vital to a vibrant community, and we believe that bringing diverse individuals together and encouraging all voices to be heard allows us to build a stronger community. The City of Grand Haven upholds these pillars as crucial to healthy people and a healthy community.

The City of Grand Haven is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.



CITY CLERK: RECRUITMENT PROFILE

INTRODUCTION

This Recruitment Profile provides community background, outlines City of Grand Haven structure, and identifies City challenges and priorities considered particularly important over the next several years. It lays out the candidates' qualification criteria identified as crucial for the next City Clerk. This Profile will be used as a guide in the recruitment process, providing criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

BACKGROUND

COMMUNITY

The Grand Haven area and Northern Ottawa County is one of the most historically significant areas in the state of Michigan, with its history dating back over 300 years. This lakeshore town has a 1.5 mile boardwalk that spans from downtown Grand Haven to Lake Michigan. The City has a population of 11,000, giving the city a small town feeling while still giving residents and visitors plenty to explore and experience.

Each year this area welcomes hundreds of thousands of visitors to its vacation playground. Grand Haven boasts the name "Coast Guard City, USA" as it hosts an annual Coast Guard Festival that attracts 580,000 people each year. The convenient location and never-too-warm summer climate have made it a mecca for sportsmen and vacationers. Even though the area comes alive in the summer, there is plenty to do in the fall, winter, and spring through the thousands of acres of parks, including downhill skiing at Mulligan's Hollow. Grand Haven is truly a pleasant place in which to live and visit.

GOVERNMENT

The City Council provides oversight, establishes policy, and builds the strategic plan for the City operations. City Council consists of five elected officials, one of whom is the mayor. The term of office of the mayor is two years and four years for each council member. The Council members establish policies that primarily deal with activities of the city government that include budget, appropriations, personnel, capital improvements, and city services. The Council provides oversight of the day-to-day operations by appointing a City Manager and assuring that department leaders carry out their tasks effectively, efficiently, and with fiscal responsibility. In addition, Council appoints the City Clerk. The City Clerk reports to the City Council in conjunction with the City Manager.

The City of Grand Haven has nine departments which range greatly in services. The Council-appointed City Manager oversees management of finances, including the budget, provides leadership and management of Council initiatives, and oversees general City operations. The city employs about 180 employees, with about 105 being full-time.

There are 16 Board and Commissions at the City consisting of community members. These Boards and Commissions provide oversight of specific functions of operations, such as the Musical Fountain Committee, Parks & Recreation Board, Airport Board, and Planning Commission. The City affiliates with several other organizations in various ways, such as the Sewer Authority, Main Street/DDA, Ottawa County Central Dispatch, and several others.



Value Statements

We value diversity *We welcome, honor, and respect the differences between us all.*

We value ethics *We strive to do the right thing, even if it's hard.*

We value professionalism *We are qualified, skilled, and committed to our citizens and visitors.*

We value respectfulness *We respect each other's values, differences, and contributions.*

We value service *We value our citizens and visitors so we empower our employees to solve problems.*

T H E CITY CLERK

Under the general supervision of the City Manager and City Council, oversees elections and serves as official custodian of all City records and documents. Manages and directs staff engaged in Clerk operations. Serves as Clerk to the City Council.

- §. Supervises Clerk's Department staff. Participates in the recruitment and hire of personnel; plans, assigns and coordinates workloads; evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
1. Develops and administers annual departmental budgets and ensures that the authorized budgetary and purchasing procedures are properly carried out.
2. Develops, recommends and ensures adherence to Clerk's Department policies and procedures.
3. Serves as Clerk to the City Council. Attends meetings, records meeting minutes, and assures legal notices are published. Assists other boards, commissions, and committees as requested. Posts notices, provides meeting tapes to local cable and otherwise ensures proper dissemination of council actions and activities.
4. Serves as the official custodian for the safekeeping and management of all City records and documents and the City seal. Certifies ordinances and resolutions. Administers oaths of office, and issues permits and licenses.
5. Oversees the administration of elections consistent with federal, state, and local laws. Conducts national, state, local, school, and special elections. Oversees voter registration and maintenance of voter registration files. Creates charts of predetermined results for each precinct and absentee voter counting board (test desks.)
6. Prepares petitions, resolutions, and publishes official notices.
7. Serves as Freedom of Information Officer for the City. Researches information, gathers documents, confers with other departments and/or the attorney as needed, and ensures timely and compliant responses to all Freedom of Information Act requests.
8. Performs and supervises numerous administrative duties related to monthly invoicing, cemetery operations, tax abatement applications, contract administration, licensing, records maintenance and document retention. Prepares and submits forms and reports.
9. Oversees the City's risk management activities and acts as liaison with the City's liability insurance provider. Communicates with customers and insurance agencies, gathers information and resolves issues.
10. Performs the duties of other Clerk and Treasurer Department staff as necessary. In this capacity may work the front desk, answer phones, process mail, receive payments, issue licenses, and respond to public inquiries and investigate complaints.
11. Assists in planning and provides coordination for various special events.
- 12.



13. Performs related work as required.

COMPENSATION AND BENEFITS

An annual salary range of \$64,970 - \$84,461 (effective July 1, 2022), payable on a bi-weekly schedule, along with employer-paid payroll benefits as required by State and Federal Law. Benefits include health and dental insurance, vision stipend, life insurance, disability insurance, and more. A defined contribution retirement benefit is offered and a health care savings plan match. Generous PTO and paid holidays are also included.

CANDIDATE: DESIRABLE QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Bachelor's degree in business or public administration or other related field is required. Five years of experience in public administration, finance, business office, or related setting, including some supervisory experience required. Certifications as a municipal clerk, elections inspector, or Election Officials State Accreditation preferred but not required. These qualifications are guidelines as other combinations of education, experience, skills, and abilities may be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

Honesty and Integrity: Must be trusted and respected both professionally and by citizens, colleagues, staff, and elected officials. An unblemished record of ethical and professional conduct is essential, and complete personal and professional integrity. Even disposition and temperament and be able to take constructive criticism without being defensive. Must represent the City in a positive manner, including being neutral at all times concerning political issues.

Community Leader: Strives to understand City operations as a whole and how the City Clerk department fits. Enhances operations by building relationships with external contacts and organizations. Serves as a main point of contact for the city and maintains an approachable culture. Educates the public on election matters through various mediums.

Strong Subject Matter Knowledge: Expected to provide resolute leadership, advice, and guidance. He or she will need to quickly establish himself/herself as the expert on a broad range of topics, such as elections, Open Meetings Act, FOIA, and many others.

Organization Skills: Skill in listening and compiling data, conducting research, and preparing comprehensive and accurate reports. Knowledge of general office operations and clerical procedures and practices. Must maintain election and City document integrity through accurate recording and management of documents.

Exceptional Interpersonal Skills: Have exceptional skills and the ability to build trust with diverse individuals, staff, and community partners. Must be adept at maintaining strong, reliable and committed working relationships. Ability to effectively communicate, verbally and written, ideas and solutions so all stakeholders can understand.



APPLICATION

Formal applications must be submitted online at grandhaven.org/jobs. A resume and cover letter can be included when submitting an online job application. Candidates will be evaluated throughout the recruiting process; therefore you are encouraged to apply as soon as possible. The deadline to accept applications and supplemental information is Friday, June 3, 2022, or until filled.

Inquires relating to the recruitment and selection process may be directed to the attention of:

Ashley Latsch, Assistant City Manager
519 Washington Avenue
Grand Haven, MI 49417
(616) 847-4888 or alatsch@grandhaven.org

