



The City Clerk provides administrative service to all city operations and includes: maintaining ordinances, resolutions, contracts, legal notices, and other legal documents, issues various licenses and permits, publishing bid notices and unofficial results, record bid opening results, maintenance of parking ticket data, public hearing notice publication and mailings, reviews all insurance documents pertaining to special events, records retention and management, risk management, website updates, administrative support to the Board and Commission Selection Committee, maintains board and commissions lists (terms renewals, etc.), administers oaths of office, and certifies resolutions, ordinances, and other records.

As the Secretary to the City Council, the City Clerk also performs other clerical duties including records and transcribes City Council meeting minutes, Liquor License Review Committee recording secretary, and Board and Commission Selection Committee recording secretary.

The City Clerk also serves as the Freedom of Information Act Coordinator, Election Administrator, Administrative supervisor of Building Department, and Administrative supervisor of Planning and Zoning Department. The Planning and Zoning Department works with the City Planning to support the Board of Zoning Appeals, Historic District Commission, and Planning Commission.

The City Clerk and Finance Director co-supervise the Front Office, which is located in the City Clerk's office. Front Office shared clerical staff provide customer service, including but not limited to telephone and customer reception; responding to miscellaneous in-person questions/inquiries, receiving all payments, daily deposit preparation, parking ticket data maintenance and collection efforts, dog licensing, business licenses, issuing miscellaneous licenses and permits, and notary services.

The City Clerk is responsible for maintaining and updating various city website pages pertaining to boards and commissions, meeting postings, agendas and minutes, election information, ordinances updates, public hearing notices, posting meeting packets, various updates for Planning/Zoning, and other updates as needed.

\$67,000-\$80,000 DOQ, position open until filled.

The successful candidate will be required to take and pass a pre-employment physical including drug test, lift test, and background check. Interested applicants should submit a City of Northville [Employment Application](#) and resume with references via email to HR@ci.northville.mi.us or mail to Human Resources, 215 W. Main Street, Northville, Michigan 48167. The City of Northville is an ADA/EOE employer.

