City Council Chambers located at: City Hall – 410 Ludington Street – Room C101 – Escanaba MI 49829

The Council has adopted a policy to use a Consent Agenda, when appropriate. All items with an asterisk (*) are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen requests, in which event, the items will be removed from the General Order of Business and considered in its normal sequence on the Agenda.

Special Meeting
Wednesday, August 29, 2018, at 7:00 p.m.

CALL TO ORDER
ROLL CALL
APPROVAL/ADJUSTMENTS TO THE AGENDA
CONFLICT OF INTEREST DECLARATION(S)
BRIEF PUBLIC COMMENT(S)
UNFINISHED BUSINESS
PUBLIC HEARINGS
NEW BUSINESS

1. **Discuss / Review / Revise – Draft Job Descriptions for the City Clerk Position.**
   **Explanation:** Administration will present two (2) job descriptions to the Council, one being for Part-Time City Clerk and the other being Full-Time City Clerk.

APPOINTMENTS
GENERAL PUBLIC COMMENT
ANNOUNCEMENTS
ADJOURNMENT

Respectfully Submitted

Patrick S. Jordan
City Manager
Title: City Clerk  
Department: Administration  
Classification: Part Time (20 Hrs), Non-Union, Overtime Exempt  
Employment Status: At Will  
Effective Date: September 1, 2018

SUMMARY  
The Clerk is the official recordkeeper for all proceedings of the Escanaba City Council. The Clerk is also responsible for holding elections and cataloging and safekeeping of City documents and records.

SUPERVISION RECEIVED  
The Clerk works under the direct supervision of the City Council and is indirectly supervised by the City Manager.

SUPERVISION EXERCISED  
No supervision exercised.

ESSENTIAL FUNCTIONS  
The following are examples of Essential Functions associated with the Clerk position. The list below does not include all duties which the Clerk is expected to perform.

1. Take minutes at all regular and special meetings of the City Council.
2. Post notices and advertisements, in compliance with the Open Meetings Act, for all City Council meetings, and all meetings of City Boards and Commissions.
3. Schedule meeting rooms in the City Hall Building.
5. Administer and record oaths of office and affirmations.
6. Sign, countersign, seal and/or notarize official documents.
7. Respond to inquiries from citizens and serve as the City’s FOIA Coordinator.
8. Maintain, codify, catalog, index, file and store official documents and records, including Council minutes, ordinances, deeds, contracts, legal agreements, leases and easements.
10. Administer the City’s bidding process.
11. Conduct local elections, including issuance of nominating petitions.
12. Keep records of membership on City boards and commissions.
13. Act as Secretary to local Board of Review.
14. Serve on the Board of Election Commissioners and Board of City Canvassers.
15. Call meetings of, and take minutes for, the Liquor License Review Board.
16. Coordinate all City media advertising and reconcile related invoices.

MINIMUM QUALIFICATIONS  
1. Minimum of a two year degree in business, office administration, public administration or related field, with five or more years of progressively increasing job responsibilities in roles involving office administration.
2. Must be well versed in English grammar and composition.
MINIMUM QUALIFICATIONS CONT.

3. Must be a Notary or able to become a Notary.
4. Strong computer skills, including the ability to provide workstation, application, web site, and network support.
5. Must be accurate and organized with strong attention to detail.
6. Willingness and ability to work evenings and weekends.

SELECTION GUIDELINES
Selection is based on strength of resume/application, education, experience, and personal interview. Pre-employment testing may be used to evaluate candidates.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is regularly required to ambulate, reach, walk, hear, sit, talk, converse with others, grasp, handle, feel, and operate objects. The job requires close vision, distance vision, color vision, peripheral vision, and the ability to focus. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell. The employee regularly lifts/moves up to 30 pounds and occasionally moves objects up to 100 pounds.

WORK ENVIRONMENT
Work is performed within a climate-controlled office environment, where the noise level is quiet to moderate. The Clerk works near and around a variety of common office equipment, including copiers, computers, monitors, fax machines and phones. As a result, the Clerk is frequently exposed to the sounds, electromagnetic fields, fumes and/or chemicals commonly associated with such equipment.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee, and this job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The City of Escanaba is an equal opportunity employer
CITY OF ESCANABA
JOB DESCRIPTION
CITY CLERK AND I.T. ADMINISTRATOR

Title: City Clerk and I.T. Administrator
Department: Administration
Classification: Full Time, Non-Union, Overtime Exempt
Employment Status: At Will
Effective Date: September 1, 2018

SUMMARY
The Clerk is the official recordkeeper for all proceedings of the Escanaba City Council. The Clerk is also responsible for holding elections and cataloging and safekeeping of City documents and records. In addition, the Clerk serves as the City’s Information Technology (I.T.) Administrator, and is responsible for providing work station, application and network support to City Departments.

SUPERVISION RECEIVED
The Clerk works under the direct supervision of the City Council and is indirectly supervised by the City Manager.

SUPERVISION EXERCISED
The Clerk supervises one part-time clerical support person.

ESSENTIAL FUNCTIONS
The following are examples of Essential Functions associated with the Clerk position. The list below does not include all duties which the Clerk is expected to perform.
1. Take minutes at all regular and special meetings of the City Council.
2. Post notices and advertisements, in compliance with the Open Meetings Act, for all City Council meetings, and all meetings of City Boards and Commissions.
3. Schedule meeting rooms in the City Hall Building.
4. Maintain the City’s web site, and provide work station, application and network support to City offices and staff.
6. Administer and record oaths of office and affirmations.
7. Sign, countersign, seal and/or notarize official documents.
8. Respond to inquiries from citizens and serve as the City’s FOIA Coordinator.
9. Maintain, codify, catalog, index, file and store official documents and records, including Council minutes, ordinances, deeds, contracts, legal agreements, leases and easements.
10. Prepare resolutions and proclamations.
11. Administer the City’s bidding process.
12. Conduct local elections, including issuance of nominating petitions.
13. Keep records of membership on City boards and commissions.
14. Act as Secretary to local Board of Review.
15. Serve on the Board of Election Commissioners and Board of City Canvassers.
16. Call meetings of, and take minutes for, the Liquor License Review Board.
17. Coordinate all City media advertising and reconcile related invoices.
MINIMUM QUALIFICATIONS
1. Minimum of a two year degree in business, office administration, public administration or related field, with five or more years of progressively increasing job responsibilities in roles involving office administration.
2. Must be well versed in English grammar and composition.
3. Must be a Notary or able to become a Notary.
4. Strong computer skills, including the ability to provide workstation, application, web site, and network support.
5. Must be accurate and organized with strong attention to detail.
6. Willingness and ability to work evenings and weekends.

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While performing the duties of this job, the employee is regularly required to ambulate, reach, walk, hear, sit, talk, converse with others, grasp, handle, feel, and operate objects. The job requires close vision, distance vision, color vision, peripheral vision, and the ability to focus. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell. The employee regularly lifts/moves up to 30 pounds and occasionally moves objects up to 100 pounds.

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Work is performed within a climate-controlled office environment, where the noise level is quiet to moderate. The Clerk works near and around a variety of common office equipment, including copiers, computers, monitors, fax machines and phones. As a result, the Clerk is frequently exposed to the sounds, electromagnetic fields, fumes and/or chemicals commonly associated with such equipment.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee, and this job description is subject to change by the employer as the needs of the employer and requirements of the job change.

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