

Clerk/Treasurer

Salary Range: \$70,000 - \$80,000 DOQ/E
Work Schedule: 40 hours per week
Work Mode: In-person
FLSA Status: Exempt
Benefits: Eligible for full suite of City benefits
Union Affiliation: Non-union



Job Summary

Under general direction of the City Manager, the Clerk/Treasurer performs the duties of a City Clerk and City Treasurer while supervising subordinate staff to carry out those duties.

Examples of Job Duties

- Serve as FOIA Coordinator for the City, receiving, logging, tracking, and responding to FOIA requests.
- Coordinate and prepare agenda items with the City Manager, Mayor, Department Heads, and Boards/Commissions for public meetings.
- Draft resolutions, ordinances, proclamations, and official correspondence.
- Serve as Chief Election Official and maintain compliance with Michigan Election Law.
- Recruit, hire, schedule, train, and maintain records for election inspectors and early voting workers.
- Administer Hillside Cemetery operations, including scheduling burials, issuing deeds, maintaining ownership and burial records, and coordinating with funeral homes.
- Administer employee and retiree benefit programs, including enrollments, changes, claims, retiree invoicing, and coordinating open enrollment.
- Prepare and monitor departmental budgets, review expenditures, coordinate annual audits, and manage City bank accounts and investments.
- Supervise department employees, assign work, approve timesheets, conduct evaluations, and manage training and performance.
- Maintain official City records, including filing, scanning, archiving, and records retention compliance.
- Prepare legal and public notices and ensure compliance with publication and public meeting requirements.

- Respond to citizen inquiries and complaints, assist residents, and coordinate with outside agencies including County and State offices.
- Administer Oaths of Office and maintain personnel files and confidential HR documents.
- Attend council meetings, serving as the official record keeper of council actions.

Qualifications

Possession of a Michigan Driver License or equivalent is required. State election accreditation, or the ability to obtain within three months of start date is required.

Education

Possession of a bachelor's degree, or the equivalent experience, in public administration, business administration, or a similar field is required. Experience substituted for a degree must be clearly demonstrated.

Experience

Two years of experience as a deputy clerk, or equivalent experience, in a municipal setting is required. Experience as an election official is preferred.

How to Apply

Submit a cover letter and resume to Brady Peck, City Manager, at bpeck@belleville.mi.us with Belleville Clerk/Treasurer in the subject line. Priority will be given to applications received by 5pm on Friday, August 21.

This job description is intended to be used as a guide and is not an all-inclusive list of job duties; job duties outside of this job description may be assigned.

The City of Belleville is an Equal Opportunity Employer.