



## **WE ARE HIRING!**

***This posting will remain open until filled***

Do you enjoy serving your community? Do you appreciate small-town living? Do you have municipal experience? If you responded yes, then this position could be great for you!

The Village of Kingsley is located in southern Grand Traverse County. Kingsley is an ever-growing rural community that strives to maintain its small-town feel. Kingsley has two local restaurants, an excellent school system, a vibrant downtown with a summer Farmer's Market, fantastic parks, and extensive trail systems nearby.

The Village of Kingsley is in search of a Village Clerk. The ideal candidate will have experience in local government, budgets, audits, communication, computer software, and public engagement. This individual must have the ability to learn, think critically, attention to detail, work independently, be organized, an excellent communicator, and complete projects in a timely manner.

This is a part-time, 25 hours per week position. Office hours are Monday through Friday 8:00 a.m. – 4:30 p.m., but you may create your own set schedule! Please see attached job description. This position is required to attend all Village Council meetings which generally occur on the second Tuesday of the month at 6:00 p.m. A Simple Retirement Plan is available with an employer contribution. Pay ranges from \$18.50-\$24/hour.

Please submit your cover letter and resume to the Village of Kingsley, P.O. Box 208 Kingsley, MI 49649 or via email to [kvmanager@villageofkingsley.com](mailto:kvmanager@villageofkingsley.com).

# VILLAGE OF KINGSLEY

## CLERK

**Supervised By:** Serves at the pleasure of the Village Council with supervision from the Village Manager  
**Supervises:** No supervisory responsibilities  
**Schedule:** 25 hours per week  
Simple Retirement Plan

### **Position Summary:**

Under the general direction of the Village Manager, serves as Clerk of the Village Council. Coordinates a range of administrative services and front office operations including human resources, customer service, official village records, documents, ordinances, and other high level administrative duties. Oversees and participates in the processing of payroll.

### **Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, organizes, and directs all aspects of department operations including budgeting and general administration. Develops, recommends and implements policies and procedures, internal controls, and goals and objectives in accordance with department needs, Village directives, and legal requirements.
2. Serves as Clerk to the Village Council. Attends meetings, prepares agendas and packets, records and prepares official meeting minutes, and assures legal notices are published. Prepares and edits resolutions, proclamations, ordinances, and other official documents. Assists other boards, commissions, and committees as required. Prepares and publishes all official notices and otherwise ensures proper dissemination of council actions and activities.
3. Serves as official custodian for the safekeeping and management of the Village seal and all Village records, documents, and ordinances. Administers oaths of office, and certifies, signs, and records official documents. Oversees the codification of ordinances. Maintains comprehensive record keeping system for all official Village documents. Serves as Notary Public.
4. Serves as the Village's Freedom of Information Act (FOIA) coordinator. Assists in researching and compiling information and coordinates with the Village Attorney as needed.
5. Processes bi-weekly payroll for all employees, and submits required taxes, unemployment, and workers compensation monthly, quarterly, and annually.
6. Develops and administers departmental budget in coordination with the Village Manager and Village Treasurer. Monitors the budget throughout the fiscal years and oversees department purchases. Assist in the development of the Village budget and in the preparation and administration of various grants as requested.
7. Develops and oversees all Village communications, including, but not limited to, social media accounts, newsletters, and website.

8. Performs the duties of the front office staff as operational needs demand. Issues permits, receives payments, and answers phones.
9. Responds to public inquiries and investigates complaints. Establishes and maintains effective relationships with other departments, citizens, Village officials, employees, and others.
10. Conducts research, prepares reports, and completes special projects as assigned including calendars, informational publications, and Village website updates.
11. Keeps abreast of modern developments, evolving issues, and changing legislation and policies in public administration and records management through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Assists Village Manager with funding tasks.
13. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A high school diploma or equivalent is required. An Associate's degree in business administration or a related field is preferred. A combination of education and experience may be considered.
- Five or more years of progressively more responsible experience as an administrative professional, deputy clerk, office manager, or related field is required. Prior experience in a municipal setting preferred.
- Certified Municipal Clerk (CMC) or the ability to achieve certification within a reasonable time frame is required.
- Certification as a Notary Public or the ability to become a notary public is required.
- Thorough knowledge of Village services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Thorough knowledge of the Village Charter and official Village policies, the rules of public meetings conduct, and the laws and ordinances governing open meetings, record keeping, and public information.
- Knowledge of the principles, practices, and techniques of public personnel administration, including benefits administration.
- Knowledge of accounting and bookkeeping principles and practices.
- Knowledge of general office operations and clerical procedures and practices.
- Skill in taking minutes, compiling and evaluating data and information, and preparing clear

and accurate reports.

- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in maintaining and updating complex records and maintaining complex record keeping and document retention systems.
- Ability to effectively train, lead, and motivate employees, and supervise and evaluate the work of others.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Village officials, professional contacts, the media, and the public.
- Ability to exercise a high degree of diplomacy and work effectively under stress in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours and travel to other locations.

**Physical Requirements and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office. The noise level in the work environment is usually quiet.