

VACANCY NOTICE

The following position is available. For full consideration, all interested and qualified candidates should apply by submitting a letter of application and resume' to **Sue Warren, Director of Human Resources/Labor Relations, City of Burton, no later than 4:00 p.m. on Friday, June 29, 2018 – 4303 S. Center Rd., Burton, MI 48519 – e-mail: s.warren@burtonmi.gov.**

CITY CLERK

The City of Burton is seeking a highly motivated and experienced manager to fill the full-time position of City Clerk. **The position reports directly to the Mayor** and is responsible for ensuring the efficient operation of the City Clerk's Office and maintaining a commitment to delivering high quality services to our residents.

The ideal candidate will have excellent communication skills, as well as strong organizational, leadership, and training skills. He/She must also possess a comprehensive knowledge of municipal legislative processes, knowledge of laws related to Open Meetings Act, open records and record retention, FOIA, ability to utilize technology to receive and create word processing documents, spreadsheets, databases, update various portions of the City's websites relative to posting meeting agendas and minutes, notarize documents, and the ability to interpret the State Constitution and Statutes, City Ordinances, and the City Charter.

The successful candidate will be responsible for duties including, but not limited to attending and preparing minutes for all meetings of City Council and committees of the Council, preparing agendas and meeting packets for all meetings of City Council and committees of the Council, development of the City Clerk's budgets, conducting the annual update of the City's Codified Ordinances, future assistance with maintaining the City's presence on social media sites, compiling and analyzing organizational performance data, and other projects as assigned by the Mayor.

The successful candidate will be responsible and proficient in running the City's elections on all levels.

The successful candidate will possess a Bachelor's degree from an accredited university or college in political science, public administration or another closely related field. Master's degree or equivalent years of experience as a City Clerk preferred.

Salary Range: \$55,000 - \$60,571, annually based on experience

Benefits: MERS Retirement Plan, health, dental, vision, and life insurance benefits in accordance with the City Ordinance.

Detailed job description on file in the Human Resources Department.

The City of Burton is an EEO/AA Employer