



## Charter Township of East China

5111 RIVER ROAD, EAST CHINA, MI 48054 810-765-8879 [www.eastchinatownship.org](http://www.eastchinatownship.org)

### EAST CHINA CHARTER TOWNSHIP IS RECRUITING FOR:

#### **Position: Secretary**

OPEN: November 20, 2018

Position Type: Full-Time, Union

CLOSE: December 7, 2018

Compensation: \$18.02 per hour per union contract

The Township provides excellent employee benefits commensurate with public employers including but not limited to health & dental care, life insurance, and retirement plans

#### ***Position Summary:***

Assists the office of the Township Clerk in performing specialized clerical and administrative work in the maintaining of official Township records; assisting in voter registration and all aspects of administration of elections. Perform related administrative duties as required.

#### ***Requirements:***

- Graduation from high school supplemented by an Associate Degree or substantial college-level coursework in public administration, business, communication or a related field or an equivalent level of training and experience.
- Four (4) or more years of recent office clerical experience. Minimum of two (2) years in a municipal setting.
- Knowledge of state and local laws and regulations regarding the duties of the Township Supervisor and Clerk.
- Knowledge of Michigan Election Law and Qualified Voter File.
- Basic Knowledge of Michigan Planning and Zoning procedures.
- Experience utilizing MS Office (Word, Excel, Outlook, Power Point) software and the ability to master new technology.
- Ability to understand and follow complex instructions, manage multiple tasks and work effectively under stress and with interruptions, within deadlines and with changes in work priority.

#### ***Special Instructions:***

- If you are interested in this position please submit a letter of interest, and copy of your resume to the Township Manager within the appropriate time frame. **NO PHONE CALLS PLEASE.**
- Only the best-qualified applicants based on training and experience will be invited to participate in the process.
- Applicants will be notified about one week after the closing date as to the status of their application.
- Applicants must possess a valid Michigan driver's license in good standing.

***Apply:*** Send resume with cover letter postmarked no later than 12/7/2018 to:

East China Charter Township

Attn: Township Manager

5111 River Road

East China, MI 48054

OR email to: [manager@eastchinatownship.org](mailto:manager@eastchinatownship.org)

***Equal Opportunity Employer:*** East China Township does not discriminate against persons with disabilities in employment or in the process of services. If you have a disability and may need accommodations in order to participate in the process, please contact the Township Manager at least two (2) working days in advance of the date needed.



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### **2018 Secretary East China Charter Township**

#### **SUMMARY**

Assists the office of the Township Clerk in performing specialized clerical and administrative work in the maintaining of official Township records; assisting in voter registration and all aspects of administration of elections. Perform related administrative duties as required.

#### **SUPERVISION RECEIVED**

Supervised by the Township Manager who is consulted on unusual work situations. This employee carries out projects and routine assignments according to established procedures and policies.

**SHIFT** – 8:00 a.m. until 4:30 p.m., with ½ hour unpaid lunch.

**COMPENSATION** – Per Union Contract: \$18.02 / hour. Benefits available after probationary period.

#### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called to perform any or all of the following essential functions:

- Interact with the public at front counter: handle telephone, in person, fax and e-mail inquiries.
- Assist with clerical detail related to the official duties of the Clerk, Planning Commission, Zoning Board of Appeals and Board of Review. Type agendas, prepare informational packets, correspondence, memorandums, format Township Board meeting minutes and synopsis, and design various forms and reports as needed. Create and maintain a database for indexing Township Board minutes.
- Process Board appointments to public bodies and commissions and serves as central point-of-information for applications and appointees. Handles appointment process including certificates, initial correspondence, swear-in notification, and ethics statement. Tracks vacancies, expiration dates, and partial-term appointments
- Act as Recording Secretary in absence of the Township Clerk for the regular and special township board meetings.
- Assist with the planning and administering of Federal, State, County, Township, School and special elections, including, but not limited to, preparing legal notices, coordinating election workers, registering voters, processing absentee voter ballots, training personnel and election workers, testing election equipment, preparing election materials, maintaining election documents, and archiving, storing and disposing of election materials and ballots in accordance with state and federal statutes.
- Assist in processing cemetery records, sales and coordinate burials with DPW.
- Process and coordinate cemetery foundation orders.
- Process and maintain records for garage sale permits.
- Coordinate process and maintain records for reservations and activities of the Township Park, baseball fields, soccer fields and the Red Brick School.
- Document retention and coordinate records management system according to applicable statutes
- Freedom of Information Act Coordinator.
- Collect funds for utility bills, tax bills, and handle related activities.



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### **2018 Secretary (continued)**

- Draft, compile and submit legal notices for publication in local newspapers. Post public notices and proactive compliance with State of Michigan Open Meetings Act.
- Responsible for Code of Ordinances updates, including amendments and new ordinances, and distribution of Ordinance Books.
- Prepare various documents and materials including, but not limited to, correspondence, legal notices, resolutions, and publications.
- Maintain records, inventory, procedures, forms, bid responses and public records.
- Prepare meeting room for all Board & Commission meetings at Township Hall.
- Serve as Notary Public.
- Assist other departments as needed.

### MINIMUM QUALIFICATIONS

- Graduation from high school supplemented by an Associate Degree or substantial college-level coursework in public administration, business, communication or a related field or an equivalent level of training and experience.
- Four or more years or more recent office clerical experience. Minimum of two (2) years in a municipal setting.
- Knowledge of state and local laws and regulations regarding the duties of the Township Supervisor and Clerk.
- Knowledge of Michigan Election Law and Qualified Voter File.
- Basic Knowledge of Michigan Planning and Zoning procedures.
- Experience utilizing MS Office (Word, Excel, Outlook, Power Point) software and the ability to master new technology.
- Ability to understand and follow complex instructions, manage multiple tasks and work effectively under stress and with interruptions, within deadlines and with changes in work priority.

### PREFERED QUALIFICATIONS

- Experience in recording and drafting minutes.
- Extensive knowledge of municipal government functions preferred.
- Thorough knowledge of modern municipal office operations including BS & A software.
- Previous experience with training and supervising staff.