

DEPUTY CLERK/SERVICES COORDINATOR

Basic Function: Assist the Township Clerk in the day-to-day management of Clerk's department functions and staff. Administer Township elections as directed by the Clerk. Perform a variety of administrative functions that improve the performance/efficiency of contracted services, supports township facilities/grounds and assists the Township Manager and other departments. Perform related work as required.

Supervision Received: Clerk's functions and election duties are performed under the direction of the Township Clerk. General administrative, facility and human resource work is performed under the direction of the Township Manager.

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Coordinate day-to-day operations of the Clerk's functions and staff.
 - a. Provide problem solving, policy and program support to the Clerk.
 - b. Coordinate activities and functions of all elections.
 - c. Recruit, screen and hire election workers.
 - d. Review and approve election related documentation and communications.
 - e. Manage the Clerk's office staff.
 - f. Represent the Clerk to constituents, other departments, outside groups and governmental units.
 - g. Participate in regular meetings with the Clerk regarding projects, planning, issues, etc.
 - h. Receive, prioritize and assist in processing FOIA and OMA requests and function as the Freedom of Information Act Coordinator.
 - i. Oversight and coordination of the Township website.
 - j. Oversight of cemetery sales
 - k. Act and serve on behalf of the Township Clerk, as authorized, in the Clerk's absence.
 - l. Perform other duties as requested to maintain efficient operations of the Clerk's office.
 - m. Assist Clerk with Industrial Facilities Exemption Certificates (IFEC) applications
2. Assist with organizational administrative and efficiency activities
 - a. Coordinate various contracted services associated with the maintenance of parks, cemeteries, facilities and buildings
 - b. Develop schedule for the periodic bidding of contracted services
 - c. Develop requests for quotes, review quotes, prepare recommendations
 - d. Assist liquor license applicants, review applications, perform annual compliance checks
 - e. Coordinate annual clean up days and leaf collection services
 - e. Support contracted services committee, complete required agreements
 - f. Coordinate organizational events – employee luncheons, open houses
3. Provide facility administrative support
 - a. Periodically inspect parks, grounds, township hall, cemeteries and fire stations to determine maintenance and repair requirements.
 - b. Oversee completion of annual roof inspection report
 - c. Review HVAC maintenance/repair reports and respond as needed
4. Conduct human resources administrative activities
 - a. Assist Township Manager with human resource duties as needed

5. Perform other duties as assigned.

Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following qualifications, knowledge, training and experience.

1. Functional knowledge of township policies and practices, the Clerk's functions and operations, and election administration rules and procedures.
2. Ability to organize, prioritize and carry out administrative duties and provide for leadership of efficient office operations.
3. Ability to perform mathematical computations.
4. Functional knowledge of current office practices and procedures; functional use of the English language, both verbal and written; ability to assemble data and to prepare accurate reports and records.
5. Skill in operating a telephone, calculator, desktop computer, copier, postage machine and other office equipment.
6. Functional knowledge of and proficiency with desktop computer applications, particularly with Microsoft 365 Business Basic (Word/Excel/Outlook). Knowledge of BS&A software applications a plus.
7. Ability to manage multiple tasks and activities within assigned timetables and deadlines, including day-to-day customer service, administrative and supervisory duties and tasks.
8. Skill in establishing and maintaining effective working relationships with fellow employees, other officials and the general public.
9. Requires sitting for computer and desk work for extended periods of time; occasionally requires lifting supplies and equipment weighing a minimum of 20 pounds.
10. This position requires knowledge normally acquired through the completion of an associate or bachelor's degree in public or business administration, management, finance, or related field supplemented by additional training in computer applications and record keeping. Previous experience in Clerk's functions and operations and election administration is desirable. Supervisory experience is preferred.