

Village Clerk

Village of Lawton, Michigan

Position Summary

The Village Clerk serves as the administrative and operational support for the Village Council, Village Manager, and Village departments. The Clerk is responsible for maintaining official municipal records, supporting public meetings, coordinating payroll and human resources functions, overseeing employee benefits, and providing exceptional customer service to residents, businesses, and elected officials.

This position requires excellent organizational skills, professionalism, confidentiality, and the ability to manage multiple priorities while ensuring compliance with federal, state, and local laws.

Essential Duties and Responsibilities

Clerk and Legislative Administration

- Prepare Village Council meeting agendas, packets, and supporting materials.
- Attend Village Council meetings and accurately record and publish official meeting minutes.
- Draft, maintain, and organize ordinances, resolutions, policies, permits, contracts, and other official documents.
- Serve as the Village Liaison for all insurance, retirement, worker's compensation
- Maintain official Village records in accordance with applicable retention requirements.
- Coordinate public notices, legal publications, and meeting postings.
- Serve as the Village's Freedom of Information Act (FOIA) Coordinator.
- Maintaining Term Limits for all elected and appointed officials, and providing reminders of upcoming deadlines.
- Administer Oaths of office for all new police officers and trustees, as well as re-elected, and re-appointed members of council and all other boards, as well as keeping track of all expirations.

Payroll and Financial Administration

- Process payroll for Village employees and the Fire Department, Council Members, Fireboard Members, and Planning Commissioners.
- Prepare quarterly and annual payroll tax filings, W-2s, and 1099s.
- Maintain payroll records and ensure compliance with federal and state regulations.
- Maintain Accounts Receivable.
- Complete bank reconciliations for Fire Department
- Complete Monthly admin fee posting to General Ledger.

- Pay monthly Fire Department Credit Card on website, and create a Manual Journal Entry for the credit card payment utilizing receipts provided.

Human Resources Administration

- Coordinate employee onboarding and offboarding processes.
- Maintain personnel files and confidential employment records.
- Administer employee benefit programs including health insurance, retirement plans, and related enrollments.
- Coordinate workers' compensation claims and employee physicals and drug testing.
- Assist the Village Manager with labor relations, personnel matters, and employee contracts.
- Maintain compliance with employment laws and Village personnel policies.
- Track ESTA, Qualified Overtime, and FICA throughout the year for all employees necessary
- Administer annual Wage Scale Study, and annual Worker's Compensation Fund Audit through MML

Risk Management and Compliance

- Coordinate insurance renewals and maintain insurance records.
- Assist with risk management activities and claims administration.
- Ensure compliance with municipal, state, and federal reporting requirements.

Public Communication

- Respond to resident inquiries and provide exceptional customer service.
- Maintain Village website content in coordination with the Village's website provider.
- Prepare public notices and community communications.
- Assist with public information requests and community engagement initiatives.

Grants and Special Projects

- Research grant opportunities.
- Assist in preparing grant applications and supporting documentation.
- Coordinate implementation and reporting requirements for awarded grants.
- Assist the Village Manager with strategic initiatives and special projects.

Administrative Support

- Maintain office records and filing systems.
- Maintain records of third party permitting with Safebuilt, as well as third party blight and rental inspection records.
- Prepare correspondence, reports, spreadsheets, forms, and presentations.
- Keep track of all permitting, blight, and rental licenses within the village.
- Provide notary services.

- Provide departmental support as needed.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, Accounting, Human Resources, or a related field preferred. Equivalent education and experience may be considered.
- Minimum of three years of progressively responsible administrative experience, preferably in municipal government.
- Experience with payroll, human resources, public meetings, records management, and customer service preferred.
- Michigan Municipal Clerk certification or the ability to obtain certification.
- Michigan Notary Public certification or ability to obtain.

Knowledge, Skills, and Abilities

- Excellent written and verbal communication skills.
- Strong organizational and time management abilities.
- Ability to maintain strict confidentiality.
- Knowledge of municipal government operations and applicable laws.
- Proficiency with Microsoft Office Suite and the ability to quickly learn municipal software applications.
- Ability to prepare accurate reports, minutes, correspondence, and legal documents.
- Ability to establish positive working relationships with elected officials, staff, residents, and outside agencies.
- Ability to manage multiple deadlines while maintaining a high level of accuracy and professionalism.

Physical Requirements

Work is performed primarily in an office environment with occasional attendance at evening meetings and community events. The position requires prolonged sitting, computer use, and occasional lifting of files or meeting materials up to 25 pounds.

Interested Applicants can submit resumes to Village Manager Todd Hackenberg at thackenberg@lawtonmi.org

The Village of Lawton is an Equal Opportunity Employer.