



City of Milford
Deputy City Clerk
Pay Grade: 5

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Requires a vast amount of specialized and detailed knowledge regarding the City's Municipal Code, parliamentary procedures, election procedures, records retention, database management, technology related to recording software and variety of computer programs, implementation of the Freedom of Information Act, and multiple municipal procedures for actions related to rezonings, annexations, referendums, and the adoption of ordinances. Because the Deputy City Clerk assists the City Clerk in their pivotal role between Council and the staff/public, the implications of failure to understand this information are serious. It would be impossible to assimilate the depth of knowledge required in a period of less than four (4) years'. State of Delaware Notary Public license required within six (6) months of employment. NIMS (National Incident Management System) ICS- 100 and FEMA IS-700 training. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two (2) years' of college education. Must be willing to achieve certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) within three (3) years' of appointment, followed by advanced continuing education and development to obtain the Master Municipal Clerk certification by the International Institute of Municipal Clerks.

Direct Supervisor: City Clerk

Supervisory Responsibility: N/A

Primary Work Location: Office setting

Job Summary: The Deputy City Clerk is a specialized professional position with significant responsibility, supporting a variety of services, including constituent services, council affairs, policy research, and implementation. This role coordinates meetings for the Planning Commission, Board of Adjustment, subcommittees, and ad hoc groups, and serves as the main point of contact for constituents and interest groups on municipal matters. The City Clerk must maintain impartiality while balancing the interests of the City, its residents, the Mayor, and the City Council. The position requires handling shifting priorities, managing recurring tasks such as meeting preparations for the Council, Boards, and Committees, overseeing municipal and special elections, and maintaining records. Independent decision-making is crucial for success in this role.

The Deputy City Clerk shall be committed to the mission, vision and values of the city and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. Must demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of city resources, progressive decision-making, personal accountability, and responsibility.

The Deputy City Clerk is a highly motivated, detail-oriented individual responsible for coordinating and managing the daily activities of the City Clerk's Office. This position assists the City Clerk with election services, legislative functions, public information, and other related duties. The Deputy City Clerk oversees the office's purchasing system, monitors budget needs, and ensures that daily tasks are completed efficiently and on time. This position reviews and processes applications in compliance with City regulations and procedures. The Deputy City Clerk evaluates, coordinates, and issues special event permits in collaboration with City staff and external agencies. Additionally, the Deputy City Clerk performs complex administrative work that requires initiative, sound judgment, and the ability to collaborate effectively with city staff and the public. The role includes the responsibility for the publication, filing, indexing, and safekeeping of all City Council proceedings and other public documents as mandated by law.



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Supervision Received: Work is performed under the general supervision of the City Clerk.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Acting City Clerk:** Assumes the role of City Clerk during the City Clerk's absence.
- **City Affairs Coordination:** Assists in managing and coordinating all City affairs and events by scheduling, monitoring, and tracking Council proceedings and actions.
- **Board & Committee Oversight:** Manages and coordinates affairs and events for the Planning Commission, Board of Adjustment, Tree Preservation & Advisory Board, Parks & Recreation Advisory Committee, and Community Cemetery Board, including scheduling and tracking proceedings.
- **Administrative Support:** Provides support to the City Clerk, Mayor/Council, and staff to facilitate the efficient conduct of City business.
- **Constituent Liaison:** Acts as a point of contact for constituents, helping them present concerns to the City Clerk and Mayor/Council and offering advice on municipal matters.
- **Document Preparation:** Aids in preparing and publishing ordinances, resolutions, proclamations, certificates, meeting agendas and minutes, memoranda, documents, and reports while maintaining strict confidentiality.
- **Meeting Records Management:** Attends Board, Commission, and Committee meetings; manages related records, recordings, videos, and minute transcriptions; and distributes materials to appropriate personnel, while also attending staff and professional meetings as directed.
- **Election Support:** Assists in preparing and conducting City elections by registering property owners, maintaining voter registration records, and continually auditing election records.
- **Research Support:** Conducts research for the City Clerk, Mayor/Council, staff, and citizens as assigned.
- **Administrative Operations:** Tracks budgets for the City Clerk and Mayor/Council, maintains files and records, and coordinates records retention and destruction.
- **Application & Membership Oversight:** Oversees the application process for Boards, Commissions, and Committees by distributing applications, updating Mayor/Council information, tracking appointment expirations, and maintaining membership lists.
- **Website Management:** Assists with and monitors the City Clerk website by creating and updating pages, publishing meeting news, and responding to citizen concerns.
- **FOIA Coordination:** Serves as Assistant FOIA Coordinator by researching, analyzing, and processing public records requests and coordinating the collection, review, and production of records for requestors.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:
The Deputy City Clerk must have the following knowledge, skills, and abilities upon application:

Knowledge

- Detailed knowledge regarding the City's Municipal Code, parliamentary procedures, election procedures, records retention, database management, technology related to recording software and variety of computer programs, implementation of the Freedom of Information Act, and a number of municipal procedures for actions such as rezonings, annexations, referendums, and the adoption of ordinances.

Skills

- The Clerk's Office is responsible for maintaining the city's history and making it available to the Mayor, Council, and committee members, which is vital to members as they address longstanding issues that come before them for consideration. The Deputy Clerk researches current issues and provides historical context to members as they address concerns related to policy and procedure.
- The Deputy Clerk serves as the Assistant City Record Coordinator to implement and monitor procedures for managing all city records.



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- Ensures that all data is managed in conformance with State procedures that dictate retention records.
- Serves as a consultant to all departments and provides guidance on information storage.
- Strong communication skills, both verbal and written.
- Understands various laws, whether on a local, state, or federal level.

Abilities

- The Deputy City Clerk is responsible for receiving a voluminous amount of information which is directed to the Mayor and Council through the Clerk's Office.
- The Deputy City Clerk assists the City Clerk by ensuring the Mayor/Council receive prompt and accurate information, as lapses in this area can have serious public relations and legal implications.
- Ability to use the utmost tact and discretion when responding to the needs of those who solicit their advice.
- When directed, provides advice to public/staff/city officials on how best to accomplish their goals, within the framework of the requirements set forth in the city's municipal code.
- Requires high level reading, writing, and verbal skills.
- Communicates on a regular basis with City Clerk, Mayor/City Council, city staff, and constituents using a high degree of diplomacy and tact.
- Ability to read, interpret, and explain complex information related to State and Municipal Code, contracts, and policy.
- Requires strong writing skills and a thorough command of the English language, including grammar, spelling, and punctuation.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Mayor:

Employee:

Human Resources Director:
