



City of Milford
City Clerk
Pay Grade: 9

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: At least five (5) years progressive and increasingly responsible experience in municipal government or business, or an equivalent combination of experience and training that provides an equivalent level of qualification. State of Delaware Notary Public license is required. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. 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: Bachelor's Degree in Business, Public Administration, or related field or within one year of receiving Master Municipal Clerk designation by the International Institute of Municipal Clerks (IIMC), supplemented by college level courses, including ongoing supplemental courses in law related skills, records management, computer, intergovernmental relations, and human relations. IIMC Certified Municipal Clerk (CMC) designation is required.

Direct Supervisor: Mayor & City Council

Supervisory Responsibility: Small group

Primary Work Location: Office setting

Job Summary: The City Clerk performs key functions as defined by the City Charter, overseeing legislative matters, maintaining custody of the City Seal, attesting to all laws enacted by the City Council, and ensuring proper notice, conduct, and recordation of all Council and public body meetings in compliance with the City Municipal Code and the State of Delaware Freedom of Information Act. The City Clerk regularly interacts with the Mayor, City Council, City Manager, City Solicitor, department directors, city staff, and the public, serving as a trusted advisor and mentor by providing guidance on issues requiring legal, procedural, or professional expertise. This role demands the highest level of tact and discretion while addressing the needs of a diverse range of individuals.

The City Clerk is committed to the mission, vision, and values of the City, demonstrating ethical conduct, community stewardship, individual initiative, and responsive service. This role exemplifies strong leadership, effective communication, collaboration, sound decision-making, and personal accountability, while ensuring the proper use of municipal resources and fostering transparency in government operations.

Supervision Received: Work is performed under the general supervision of the Mayor & City Council.

Essential Job Functions:

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

- **Council Meeting Administration:** Serves as Clerk to City Council by ensuring timely notice of meetings is provided to Council members and the public; records, publishes, indexes, files, and stores meeting minutes and proceedings.
- **Administrative & Research Support:** Performs high-level administrative tasks—including research, referrals, and record tracking—and provides the Mayor and Council with expert knowledge of the City Charter/Code while maintaining their schedules.
- **Seal Custody:** Acts as custodian of the Seal of the City, maintaining its security and attesting to it as required by law.
- **Staff & External Liaison:** Serves as the liaison between Council and City staff, other governmental agencies, and third-party organizations; acts as the primary point of contact

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for constituents and agencies, assisting them in presenting concerns and offering advice on municipal matters.

- **Public Information & Emergency Liaison:** Serves as Public Information Officer for Council-related matters by communicating with staff, media, citizens, and other agencies; acts as liaison between the Mayor/Council and citizens during Delaware emergency operations.
- **Office Management & Supervision:** Oversees daily operations of the Office of the City Clerk, including implementing policies and procedures, managing projects, and supervising office staff.
- **Budget & Goal Management:** Recommends departmental goals and objectives to the City Manager and manages the annual departmental budget.
- **Council Support & Parliamentary Procedures:** Attends all City Council meetings, provides expertise on parliamentary procedures, ensures follow-through on Council actions, and coordinates staff follow-up on Council directives.
- **Legislative & Historical Research:** Conducts research and prepares reports on legislative policy and legal matters for the Mayor, Council, and City; acts as the historian for City information for the City Manager and department directors.
- **Document Drafting:** Drafts ordinances, resolutions, proclamations, contracts, agreements, and other legal documents in consultation with the City Solicitor.
- **Confidential Personnel Management:** Manages confidential personnel matters as designated by the Mayor and City Council, including the recruitment and appointment of a City Manager and Police Chief.
- **Official Document Attestation:** Attests to leases, deeds, grants, agreements, bonds, tax notes, and other obligations of the City, ensuring compliance with laws enacted by the City Council.
- **City Code Administration:** Collaborates with Municode/Civic Plus Code Publishing Company to ensure the Milford City Code remains current.
- **Board, Committee & Commission Support:** Assigns staff support for City Boards, Committees, and Commissions by ensuring meeting notices are distributed and minutes are accurately recorded.
- **Election Management:** Manages and oversees all City elections, including voter registration, publication requirements, polling place assignments, candidate communications, and coordination with county, state, and City election officials; facilitates poll worker training and payment, publicizes voter information, and coordinates absentee balloting as well as candidate filings and certification for both general and special elections.
- **FOIA Coordination:** Serves as the Freedom of Information Act (FOIA) Coordinator by working with departments and the public to facilitate access to City records in compliance with FOIA.
- **Other Duties:** Performs additional duties as prescribed by the City Charter, City Ordinance, or as legally directed by City Council.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class 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 municipal procedures for actions related to land applications, annexations, referendums, and adoption of charter, code amendments and city ordinances.



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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 City Clerk research current issues and provides historical context to members as they address concerns related to policy and procedure. In addition to conducting research and accumulating information, the City Clerk must synthesize this data to develop solutions for problems presented by the public, staff, Mayor, and Council. This often requires a high degree of innovation to find creative strategies for achieving goals.
- The City Clerk serves as the City's archivist, with responsibility for implementing and monitoring procedures for safekeeping of all City records and are overseen in conformance with State procedures that dictate records retention. Serve as consultants to all departments and provide guidance on information storage, disposition, and retention to ensure that the City's constituency has access to public records.
- The City Clerk ensures that data stored in Laserfiche is indexed in such a way to provide Mayor, Council, staff members, and the public with timely access to reliable information.
- The City Clerk plays a key role in protecting the City's financial assets from legal liability. They provide guidance to staff, Mayor and Council, on interpretation and conformity with the City's Municipal Code. The City Clerk ensures that matters considered by Council are addressed in the proper sequence and according to correct parliamentary procedure, so that the actions taken by Council are legally binding.
- The Clerk's Office serves as a liaison between the City and candidates for election. The City Clerk provides education and advice to candidates regarding election procedures and ensures that candidates are kept informed on City matters.
- The City Clerk interfaces with State legislators as they assist the Council to seek endorsement of legislation related to City policy, such as amendments to the City's Charter.
- The Clerk's Office oversees various "routine" matters (which are rarely routine due to the large number of special circumstances and the complexity of the issues considered), involving public notice of land application, alley abandonments, annexations, adoption of ordinances, recording of legal documents such as easements, deeds, agreements, etc. Each of these matters involves a lengthy, detailed, step-by-step process. Failure to develop, implement, and abide by these procedures can leave the City vulnerable to lawsuits and significant monetary losses.

Abilities

- Demonstrated ability to communicate effectively, both verbally and in writing.
- Responsible for information, knowledge and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Information to include numbers, words, symbols, ideas, concepts, and oral verbalizations.
- The ability to plan, assign, coordinate, monitor, and evaluate the workload of an office with multiple subordinate staff.
- The ability to establish and maintain effective working relationships with employees, elected officials, appointed volunteers, and the general public.
- Sound judgment, integrity, discretion, tact, and dependability.
- Responsible for receiving a voluminous amount of information which is directed to Mayor and Council through the Clerk's Office. They sift through data, analyze the implications of the material, and make sure that the Mayor and Council are kept informed of all significant issues. The City Clerk must ensure that the Mayor and Council receive prompt and



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accurate information, as lapses in this area can have serious public relations and legal implications.

- The City Clerk works with an assortment of individuals regularly. They are called upon to use the utmost tact and discretion as they respond to the needs of those who solicit their advice.
- The City Clerk reports directly to the Mayor and eight (8) members of the City Council who are elected for staggered terms of office, but the Clerk's Office remains constant in its support role. The City Clerk establishes and maintains procedures that provide continuity for Mayor/Council members and city staff. Because newly elected members are often unfamiliar with city policy and parliamentary procedure, the Clerk's Office provides orientation, education, and guidance to new members as they become familiar with city procedures.
- Council members do not maintain offices at City Hall; therefore, the City Clerk acts as the "face" of Council by serving as Council's point of contact between fellow Council members, committee members, City staff, and the public. They provide advice to all parties on how best to accomplish their goals, within the framework of the requirements set forth in the City's Municipal Code.
- The Clerk's Office serves as one of the City's primary points of contact with the public. The City Clerk is called upon to respond to constituents and interest groups from a variety of backgrounds (who may often be passionate about their concerns), by providing information, solutions to problems, education on City policy, or direction to the appropriate City department. In addition, they have frequent contact with the press and must respond with a high degree of accuracy and diplomacy.
- Must be able to interpret and explain complex information related to State and Municipal Code, contracts, and policy. Prepares a variety of documents including minutes, reports, correspondence, and policy statements. Requires strong writing skills and a thorough command of the English language, including grammar, spelling, and punctuation. Public speaking may be required.
- Decision making is a significant part of a job, affecting a large segment of the organization and the public; works in a dynamic environment, responsible to assist in developing policy and practices.
- Must often exercise sound judgment in educating staff and Council members on proper procedure or the most favorable approach to accomplishing goals. They must be willing to accept controversy, determine the proper course of action, and advocate strongly for the approach that is the most advantageous for all involved. This requires the utmost in good judgment and diplomacy.
- The Clerk's Office is an extremely fast paced environment and networks with several State jurisdictions and agencies on a regular basis (e.g., various municipalities throughout the State, State and Federal Offices, Delaware Public Archives, the Department of Elections) and must maintain good rapport with these organizations.



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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 the Mayor, City Council, and human resources.

Mayor:

Employee:

Human Resources Director:
