

Profile – Departmental Secretary for the Office of the City Clerk



The City of Traverse City is seeking an administrative support professional to serve as Departmental Secretary for the Office of the City Clerk. The following attributes and capabilities are necessary for the position: Accurate – and a love for accuracy; friendly; tactfully-tenacious; a sharp eye for details, coupled with an ability to appreciate the big picture; diplomatic; and polite. The City Clerk’s Office is a bustling administrative office with tasks that offer great variety.

This position serves as a key customer contact professional in the fast-paced legislative office which performs a tremendous variety of key city government tasks. Additionally, the office serves as the administrative office for the Traverse City and Garfield Township Recreational Authority. The professional selected will assist with coordinating a variety of legislative functions for the City Commission; coordinate a variety of meetings and ensure completion and follow-up of items as necessary; serve a key role in the board and committee appointment process for all city boards and committees; manages certain portions of the city’s website; assist with the election administration process; coordinate a variety of licenses and permits, Freedom of Information Act requests; and provide administrative assistance to the City Clerk and the Deputy City Clerk. (The Deputy City Clerk also serves as the Executive Director for the Traverse City and Garfield Township Recreational Authority and the Departmental Secretary will provide a variety of related professional support). As one of the two “front office” professionals, the individual filling this position will be a face for the office and often create a first impression of city government.

In addition to the rewards of public service on behalf of beautiful Traverse City, this position offers a beginning hourly rate of: \$16.40, with a competitive fringe benefits package. Employees of the City of Traverse City are required to live within a 20-mile radius of the nearest City limit.

Profile furnished by the City Clerk’s Office.