



Position Opening: City Clerk

The Gaylord City Council is seeking applications for the appointment of the City Clerk position. The City Clerk is an elected position. In the event of a vacancy, the council shall appoint a Clerk. The election cycle is every two years.

A full Job Description which describes the Charter Duties of the Clerk is attached. An interested individual **must** be a resident and registered voter in the City of Gaylord. Must be able to obtain the Michigan Professional Municipal Clerk certification. Must also be able to learn new software systems which may change at the discretion of the State Election Bureau.

Compensation: \$3,000 per year. Salary for the Clerk is determined by the City Charter, with review by the Salary Compensation Committee. The City Manager may decide to offer the Clerk an at-will employment position which would be under her supervision and at her discretion.

To apply for the vacancy, please complete the following application and submit it, along with a resume, to molskij@cityofgaylord.org. Council will begin reviewing applications as they are submitted. A City Council member may contact you to ask about your interest in the position and qualifications. Council will review applications publicly at the Council Meeting on July 27th.

Applications must be submitted no later than July 23rd, 2026, by noon to be considered. Applications received past this deadline will not be considered.

For more information regarding the position, you may contact Erika Peters, Assistant City Manager/HR Manager at 989-732-4060, or Mayor Todd Sharrard.

City of Gaylord
Board Member Application Form



<i>Name</i>	
<i>Home Address</i>	
<i>Telephone Number</i>	
<i>Board interested in serving on</i>	
<i>Why do you want to be a board member?</i>	

Signed _____ Date _____

Return completed form to: City of Gaylord, 305 E. Main Street, Gaylord, MI, 49735.

Form may also be faxed to (989) 732-8266 or emailed to peterse@cityofgaylord.org

CITY OF GAYLORD

CITY CLERK

General Summary

In accordance with the City Charter, State Law, and City Ordinance, the City Clerk serves as Clerk of the City Council, Chief Election Officer, and Custodian of all official papers, documents, records, and the City Seal. The Clerk certifies all ordinances and resolutions passed by the City Council, serves as the Zoning Administrator, and performs various other administrative functions. The Clerk is elected by the voters of the City of Gaylord.

Representative Duties and Responsibilities

1. Prepares the Council agenda in conjunction with the City Manager and supervises the preparation of background information packets on agenda items for distribution to Council members prior to meetings.
2. Attends all meetings of the City Council, takes official minutes, and distributes as appropriate. At subsequent meetings, obtains approval of minutes or makes corrections as necessary and arranges for publication and retention of the official copy.
3. Prepares and distributes correspondence, notices, and resolutions after each meeting as directed by the Council.
4. Signs and certifies by signature all ordinances, resolutions, contracts, reports, bonds, cash warrants, and other documents enacted and passed by the Council.
5. Secures publication of required legal notices concerning amendments to ordinances, public hearings, rezoning, public improvements, and so forth. Updates City Ordinance books as ordinances are enacted or revised and distributes revised ordinances to appropriate parties.
6. Serves as Custodian of the City Seal, overseeing its use on official documents as required, and executes a variety of official documents.
7. Oversees the maintenance of City files and public records involving elections, City administration activities, insurance, contract agreements, deeds, easements, and other legal documents.
8. Maintains a supply of all forms and petitions relating to provisions of the Charter.
9. Serves as Chief Elections Officer with responsibility for administering, certifying, and overseeing all state, federal, and local elections occurring in the City of Gaylord. Responsibilities include providing voter registration data, processing nominating petitions, training election workers, conducting elections, and submitting results to the appropriate State and County officials, in compliance with applicable State and Federal election laws.
10. Issues various licenses and permits, maintaining files and related reports.

11. Serves as the Zoning Administrator and Clerk of the Zoning Board of Appeals. Reviews building and site plans for compliance with City zoning ordinances. Schedules and attends Zoning Board of Appeals meetings, provides information to assist the board in deliberations, and notifies property owners of Board decisions as required by law. Assists the Planning Commission with administrative functions and answers questions asked by the Planning Commission or directs them to the proper person to answer their questions.
12. Assists with the citizen service aspect of City Hall by taking payments, answering phone calls and questions, and assists citizens who come into City Hall along with other front office staff.
13. Handles liability and property insurance related matters.
14. Researches and collects data and compiles various periodic reports.
15. Completes special projects as assigned by the City Manager.
16. Performs minor maintenance on computer software, including working with a computer programmer to correct system problems.
17. Attends conferences and other functions to enhance job performance.

This list is not all-inclusive of the total scope of job duties to be performed.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone, and to create, type, and review computer documents, often sitting for extended periods. The employee may be required to travel to other locations; stand; walk; use hands to handle, finger, or feel objects; and reach with hands and arms. Occasionally, the employee may be required to stoop, kneel, crouch, or crawl, and lift and/or move items of light to moderate weight. The work environment is typically a business office setting with a low to moderate noise level.

Employment Qualifications

Education: High school graduate

Experience: Election experience and local government experience preferred. Proficient in Microsoft Office, including Excel and Word. Comfortable with different software systems and learning new computer programs as election equipment and software may change at the discretion of the State Election Bureau.

Other Requirements:

1. Resident of and registered voter in the City of Gaylord, as required for Charter duties. Elected by the voters of the City.
2. Must acquire and maintain the MiPMC (Michigan Professional Municipal Clerk) certification.
3. Must have availability to attend evening City Council meetings, Planning Commission meetings, and other meetings outside of normal work hours as needed. Travel required for training.

Compensation: \$3,000 per year. Salary for the Clerk is determined by the City Charter, with review by the Salary Compensation Committee. The City Manager may decide to offer the Clerk an at-will employment position which would be under her supervision and at her discretion.

The qualifications listed above represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. They should not be viewed as absolute employment or promotional standards, but as general guidelines to be considered along with other job-related selection criteria.