

JOB DESCRIPTION

Job Title	City Clerk
Department	Administration
FLSA Status	Exempt
Supervises	Receptionist
Salary Range	\$48,000 – \$54,000

GENERAL DESCRIPTION

The City Clerk performs highly responsible administrative and supervisory work directing and coordinating the various functions and responsibilities that oversee the official business of the City. Work involves statutory compliance, recording the actions and maintaining the official records of the City and the City Commission. Administers City elections and provide support services to the Mayor, City Commission and various boards and committees. Work is performed under the administrative direction of the City Manager.

Essential Job Functions:

This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ♦ Administers the City's records management program and coordinates the logging, filing, and digitizing of municipal records and files; oversees the preparation of documents for storage and disposition; ensures the safekeeping of records in compliance with applicable laws, City policies, and the ability to retrieve documents as needed.
- ♦ Facilitates the electronic records management of the City documents and is responsible for the codification of the City's Code of Ordinances and Land Development Regulations.
- ♦ Performs the fulfillment of public records requests within the city, ensured redactions, and coordinates with other department personnel when necessary.
- ♦ Attends City Commission and other meetings. Records, prepares, and distributes agenda documents. Provides scheduling of meetings, public notices and meeting minutes. Keeps a true and correct record of all proceedings.
- ♦ Coordinates, maintains, and ensures accuracy with the City's Code of Ordinances and City Charter.
- ♦ Provides administrative support to the City Commission and City Manager.
- ♦ Manages the daily operations of the City Clerk Division, including all processes related to the City Commission, Advisory Boards, Receptionist, Utility Billing, and Cemetery Operations.
- ♦ Serves as the qualifying official and supervisor of all municipal elections. Coordinates with the County Supervisor of Elections and serves on the Canvassing Board for certification of election results for all municipal elections with responsibility for advertisements and dates relating to City elections.
- ♦ Processes and oversees preparation of resolutions and proclamations.
- ♦ Provides for public notice of all meetings subject to the Florida Statutes and provides for legal advertising, publication and posting of notices, as required.
- ♦ Records/attests to ordinances, resolutions, contracts, agreements, and deeds. Administers oaths, affidavits, and maintains municipal deeds, leases, agreements and other required records.

- ♦ Answers citizens questions and complaints.
- ♦ Research, accesses, inputs and retrieves information.
- ♦ Serves as the custodian and protects the integrity of the official City Seal.
- ♦ Provides payoff calculations for liens and prepares and records liens and satisfactions.
- ♦ Reviews and provide multi-departmental responses for assessment search requests.
- ♦ Participates in the City's emergency operations.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- ♦ Knowledge of Florida State Statutes, City ordinances, and policies and procedures of the City.
- ♦ Knowledge of modern management practices and principles.
- ♦ Knowledge of archives and records management retention laws, systems and technology.
- ♦ Knowledge of election procedures and laws.
- ♦ Ability to work closely with a variety of individuals and groups, including department heads, elected officials, citizens and committees.
- ♦ Ability to research, input and retrieve data via computer.
- ♦ Ability to assess needs and prioritize them.
- ♦ Ability to motivate staff.
- ♦ Ability to communicate in writing and orally.
- ♦ Ability to operate a PC in a network environment.

Education and Experience

- Associate or bachelor's degree in public administration, business, or related field (experience may substitute).
- Three (3) years of municipal clerk, records-management, or administrative experience.
- Knowledge of Florida public-records law, Sunshine Law, and retention requirements.
- Three years of supervisory experience.
- Strong writing and recordkeeping skills.
- Any equivalent combination of training and experience, which provides the capabilities to perform the described job duties.

Preferred Licenses, Certifications or Registrations:

- ♦ Florida Certified Municipal Clerk (FCMC) or CMC designation.
- ♦ Florida Association of City Clerk (FACC) designation preferred.
- ♦ State of Florida Notary Public.

Environmental Conditions:

- ♦ Office environment with required evening Commission meeting attendance. Prolonged computer use.