



CITY CLERK

DEPARTMENT: CITY CLERK
GRADE 55

CHARACTERISTICS OF THE CLASS:

Under the general direction of the City Manager, is responsible for the maintenance of City records, conducting of City elections, preparing of agendas and minutes for City Commission meetings, and for attesting to all City ordinances, resolutions, agreements and contracts. The incumbent regulates the administration of the department budget and related funds and supervises the signing of City checks. Work is performed with broad latitude in decision making and the incumbent can answer most policy questions without review by a superior. Work is reviewed through conferences and written reports for results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Directs and reviews the maintenance of legal and official City documents; supervises the codification of ordinances; certifies copies of ordinances, resolutions, and other documents.
2. Directs the preparation of the City Commission's agenda and related documents; coordinates requests to be placed on the agenda; attends and records the minutes of the City Commission meeting.
3. Types and edits correspondence, memoranda, and other official documents; reviews City Commission actions.
4. Prepares legal advertisements for bids, ordinances and enactments pursuant to Florida Statute's requirements; notifies the public and press of City Commission meetings.
5. Opens, reads, and distributes correspondence; records bid responses and actions at openings; disburses documents; researches various City records or requests.
6. Supervises municipal elections; monitors candidates and PAC's throughout election campaigns; disseminates election voting results to the public.
7. Supervises and trains subordinate office support staff.
8. Monitors and updates the lists of City boards and committees; notifies of pending term expirations; coordinates timely appointment/reappointment considerations.
9. Acts as liaison between the City Clerk's Office and other agencies, departments, City officials, and the general public.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Bachelor's Degree in Public or Business Administration or related field; supplemented by five (5) years of progressively responsible department experience; or an equivalent combination of training and experience. Certified Municipal Clerk designation is preferred. Experience must include the use of computers and standard software applications such as Word Perfect and Lotus 1-2-3. Requires excellent keyboard skills as directed by departmental needs.

B. Knowledge, Abilities and Skills:

Knowledge of applicable State and Federal laws regarding records retention, Chapter 119, and public records.

Knowledge of personnel administration and related laws rules, regulations and practices.

Knowledge of the City's ordinances, rules, regulations, and policies.

Knowledge of modern management methods and practices.

Ability to coordinate a wide range of activities and programs.

Ability to plan, assign, direct, and evaluate the work of subordinates.

Ability to communicate clearly, orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees, superiors, subordinates, city officials and the general public.

Ability to make complex decisions and interpretations in accordance with established rules, policies, and procedures.

Ability to communicate information tactfully and impartially

Ability to take and transcribe minutes.

Ability to maintain important records efficiently and accurately.

Skill in the operation of modern office equipment.

Skill in dealing courteously and effectively with the public.

C. Physical Requirements: 1

D. Environmental Requirements: 1

E. Sensory Requirements: 3, 8, 9

