

TITLE: CITY CLERK

MAJOR FUNCTION

This is administrative work of a highly responsible nature assisting the City Commission and Department Heads with the legislative and administrative functions of the City. Duties include organizing and providing administrative support to applicable meetings, recording City actions, and maintaining the records of the City. Position administers City elections and serves as the Custodian of Public Records for the City.

Work is carried out in accordance with established policies as determined by the City Commission.

PERFORMANCE RESPONSIBILITIES

Performs administrative duties to facilitate legislative processes. Schedules and attends City Commission meetings, records votes and actions, publishes legal notices, prepares and distributes agenda packets, and prepares meeting minutes.

Serves as the Custodian of Public Records. Oversees records management, coordinates with all departments for records disposition processes, and addresses public records requests.

Coordinates and supervises local elections including overseeing candidate qualifying, preparing ballot language, publishing legal advertising, and partnering with outside agencies as appropriate.

Oversees and facilitates legal advertising in coordination with all departments. Ensures that meetings and processes are properly noticed and posted.

Provides support to various boards and committees as needed.

Maintains record of City actions including ordinances, resolutions, minutes, and contracts.

Conducts research and presents findings including presentations made at public meetings.

Maintains the City Code and manages the codification process.

Provides clerical support to the City Commission and to the Department Heads when appropriate.

Conducts bid openings in coordination with the Finance Department.

Maintains personnel records and facilitates employee benefits enrollments and terminations.

Interacts with the general public and provides customer service support to external stakeholders.

Supervises the Deputy City Clerk and the general customer service provided at City Hall.

Assists in the management of the City website and social media content.

Serves as a Notary Public for internal processes and members of public in accordance with City policies.

Performs all of the duties of City Clerk as specified in the City Charter and the laws of the State of Florida.

Reports for duty in the event of a natural disaster as needed.

Performs job related work as required.

QUALIFICATIONS

Knowledge, Abilities and Skills: Thorough knowledge of municipal management practices and City Clerk duties including public records, meeting procedures, ordinances, resolutions, and legal advertising. Ability to work professionally with elected officials, staff, and members of the public to facilitate the effective performance of vital government functions. Strong attention to detail and demonstrated ability to work within strict deadlines. Ability to conduct research and present findings in a clear and professional manner.

Training and Experience: Graduation from an accredited university with a major in public administration or business administration and 3 years related municipal experience or equivalent combination of education, training and experience which provides the required knowledge, skills and abilities. Demonstrated municipal administrative experience, including in a supervisory capacity. Certified Municipal Clerk designation from the International Institute of Municipal Clerks.