

City Clerk



POSITION DESCRIPTION

DEPARTMENT: City Clerk Department

REPORTS TO: City Manager

CLASSIFICATION STATUS: Non-Exempt

MAJOR FUNCTION:

Performs complex skilled clerical and upper-level administrative work managing the various functions and responsibilities of the City Clerk's office as City Clerk. Work is performed under the administrative direction of the City Manager. Supervision is exercised over any staff person who serves in the capacity of Deputy City Clerk.

Considerable independent judgment and initiative are required in performing assigned tasks thoroughly and without error. Considerable tact and courtesy are required in frequent contact with division managers, other department directors, city officials, and the public. Reports directly to the City Manager.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the major tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position. Specific tasks on a day-to-day basis will reflect the overall areas of expertise for this position.

- Serves as Clerk to the City Commission; prepares and maintains official records and files; conducts municipal elections.
- Coordinates the preparation of the City Commission agenda and minutes;
- Maintains official city records;
- Serves as the Records Management Liaison Officer to the state archives;
- Maintains records and files on contracts, ordinances, resolutions, deeds, easements, and other official records;
- Writes resolutions or proclamations as needed and ensures their processing;
- Maintains, stores, and disposes of public records in accordance with Florida Statutes;
- Serves as lead person for all Public Records Requests at the City to ensure all requests are fulfilled according to Florida Statute;
- Research official records for citizens and city personnel;
- Records and transcribes minutes of official City Commission meetings; and the meetings of the Commission appointed committees.

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- Attends annual meetings with the Putnam County Supervisor of Elections to prepare for the annual municipal election;
- Attends Commission meetings, Special meetings, CRA meetings, committee meetings, and work sessions;
- Places legal ads as needed; maintains liens and ensures that satisfaction of liens are processed and recorded;
- Accepts all bids and publicly opens and reads all bids at the appropriate time;
- Acts as official custodian of the city seal; records pertinent city documents at courthouse as required;
- Serves as liaison for all City boards and committees; prepares memos for City Commission appointments/resignations of the board and committee members; maintains all applications for City boards and committees; assists all committee/board chairs, vice-chairs, secretaries, and members; files State reports for members of various boards and committees
- Assists with the listing of memberships for the annual board and committee reception;
- Administers oaths;
- Performs related tasks as required.
- Business Tax Receipts
- Places, meetings, agendas, packets, events, and notices on the Website.
- Perform administrative duties specific to the codification of ordinances.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Knowledge of the functions and organization of the municipal government.
- Knowledge of the rules of order as related to public hearings.
- Knowledge of the City's Charter and Code.
- Knowledge of public administration, ordinances, policies, and procedures of the City.
- Knowledge of legal requirements, rules, and procedures of the City Commission meetings.
- Knowledge of local, State, and Federal laws, rules, and regulations as applied to the activities and programs of municipal government.
- Knowledge of office methods, procedures, and equipment.
- Ability to research and prepare reports.
- Ability to express ideas effectively, both orally and in writing.
- Ability to plan and direct the work of subordinates when applicable.
- Ability to establish and maintain effective working relationships with city officials, associates and the general public.
- Ability to organize, record, and deliver information.
- Ability to exercise analytical judgment in areas of responsibility.
- Ability to perform research, compile records and reports, and to make effective applications of findings.
- Ability to problem solve and make quality decisions.
- Ability to operate modern office equipment such as a personal computer, calculator, fax machine, copy machine, and telephone.
- Ability to utilize effectively related software such as word processing, database, and spreadsheet applications.

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TRAINING, CERTIFICATIONS, AND EXPERIENCE:

High School Diploma or GED.

A minimum of five years of experience in administrative or clerical work in city government is preferred.

A minimum of three years of experience as a Municipal Clerk or Deputy Municipal Clerk is preferred.

Must have Certified Municipal (CMC) status or obtain this certification within three years of hire

Must be a Notary Public for the State of Florida or obtain this certification within three months of hire

Graduation from an accredited four-year college or university with a bachelor's degree in business or public administration is preferred.

SPECIAL REQUIREMENTS:

Must have a valid Florida Drivers' License.

Every Crescent City employee is required to fill out a Disaster Response Survey and is subject to being required to report to work during a declared disaster.

PHYSICAL DEMANDS:

Physical Ability:

Requires sedentary work that involves walking or standing some of the time and routine keyboard operations. The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, the field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception. Ability to stand and sit for periods longer than 30 minutes but not to exceed four hours consecutively. Ability to climb stairs and ladders occasionally. Ability to lift boxes not exceeding 15 pounds occasionally.

Sensory Requirements:

Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Ability to learn complex tasks and remember how to complete tasks without assistance once trained.

WORK ENVIRONMENT:

Ability to deal with stress related to occasional deadlines and occupational problems, which demand immediate attention. Ability to accept decisions made by others that may be in opposition of own views. Ability to juggle priorities and multi-task.

The City of Crescent City is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Crescent City provides reasonable accommodation to qualified individuals

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with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The employee's signature below attests that the employee has read and understands this job description, believes they possess the minimum qualifications and are capable and willing to perform all essential functions.

City Manager

Employee Signature

Date

Date