

## **CITY CLERK**

### **FUNCTION:**

The City Clerk reports directly to the Mayor. The City Clerk is responsible for and entrusted with numerous and diverse administrative, statutory and miscellaneous duties and requirements dictated by state and local statutes and ordinances. The City Clerk is the official custodian of and responsible for all official city records and documents. The City Clerk is the custodian of the city seal and authenticates documents of the city when required; administers oaths as required or authorized under the city's charter or ordinances; keeps as permanent record all written contracts and bonds where the city is a party in interest. The City Clerk shall be directly responsible to and execute directives and orders emanating from the Mayor and City Commission.

### **DUTIES: (Including but not limited to)**

- < Assist the Mayor and Commission in the performance of their duties.
- < Serve as liaison between city government and the public.
- < Attest all bonds, leases, contracts and other instruments of the city.
- < Custodian of and responsible for, recording of all city records, including but not limited to: Minutes ordinances, resolutions, committee and commission meetings, contracts, leases, franchises, bonds and correspondence.
- < Serves as election official of the city.
- < Prepares annual budget.
- < Prepares records for annual city audit.
- < Complies with Florida Statutes in regards to Truth in Millage (T.R.I.M.).
- < Files all quarterly reports.
- < Files all annual reports.
- < Prepares all year-end financial reports.
- < Maintains custody of City Seal and all original documents.
- < Maintains all Community Redevelopment Block Grant records as Executive Director of the C.R.A.
- < Maintain codification of all city ordinances.
- < Responsible for hiring, training, development and supervision of all Administration staff.
- < All other duties as assigned by the Mayor and/or Commission.
- < Responsible for the designation and/or delegation of duties relating to all city meeting agendas, meeting notifications, transcription of meeting minutes, etc.
- < Responsible for processing, maintenance and security of all personal records.

### **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

Must be computer literate and possess considerable knowledge of modern office procedures, equipment and operational methods. Possess a basic understanding of public administration and public relations. Ability to coordinate, plan and supervise work designated to Administrative staff. Have working knowledge of City ordinances, policies and procedures. Ability to establish and maintain effective working relationships with elected officials, employees and general public. Must be familiar with appropriate federal, state and county requirements pertaining to the City Clerk's office.

**QUALIFICATIONS:**

Must be a Certified Municipal Clerk or be in the process of obtaining certification. Four years of accredited university and/or minimum of five years supervisory experience, or have comparable education, training and experience. Must possess excellent communication skills. Ability to interact with the public as well as other in all levels of city, county and state government. Ability to meet and coordinate multiple deadlines and tasks simultaneously. Must be able to attend any educational classes/seminars to further education pertaining to the position and to obtain C.E.U.'s towards certification.