



## Job Description

### Deputy City Clerk

Pay Grade: G10

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** At least five (5) years of clerical and general administrative experience, preferably in municipal government.

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Department:** City Clerk.

**Direct Supervisor:** City Clerk.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office.

**Certification:** Valid State of Florida driver's license. Must be a Notary Public for the State of Florida or be able to obtain within six (6) months of hire. Certification in the following are incentives to the position: Florida Records Management Certification, Microsoft Certification, and Sunshine Certificate for Florida Public Officers and Staff. Certified Municipal Clerk designation by the International Institute of Municipal Clerks is preferred or must be obtained within three (3) years of hire.

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**Job Summary:** Performs a variety of highly responsible, confidential, skilled, professional, and complex administrative and executive support-related tasks in relieving the City Clerk of administrative detail while using independent judgement. Assists with all aspects of the department's operations. Acts as City Clerk in the absence of the City Clerk. Required to attend and perform clerk duties for numerous meetings including, but not limited to evening meetings. Prepares and distributes meeting agendas. Must be able to deal tactfully and courteously with a variety of professionals and elected officials at various levels of authority and influence, board members, government agencies, the public, and other employees. Ability to summarize meetings, while still including pertinent details is imperative. Tasks require in-depth knowledge of the organization, programs, policies and procedures of the assigned area and a general knowledge of other levels of government (county, state, national). Requires advanced skills including attention to detail, excellent English/grammar, and sound judgment. Provides principal administrative support under the supervision of the City Clerk and must have the ability to work independently with little or no supervision. Must have excellent customer service skills, typing, and computer skills. Work is reviewed through evaluation of work performed, results achieved, counseling, and frequent discussions.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Responsible for all City records such as ordinances, resolutions, proclamations, contracts, agreements, leases, deeds, meeting minutes, general correspondence, etc.; maintain knowledge of public record retention rules and regulations; maintain all records in a complete, orderly, and accessible manner; attest to all official documents of the City in the absence of the City Clerk.
- Responsible for all records management, both hard copy and electronic (Laserfiche), to ensure the proper retention, retrieval, and destruction of records according to all federal, state, and local requirements.



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- Serve as the liaison with all City boards and committees including the application process, term limits, and attendance of members. Maintain database of board and committee members. Attend and perform clerk duties at regular meetings, special meetings, and workshops, as required; prepare meeting agendas, set up room; compose and type minutes of meetings.
- Attend and perform clerk duties at City Council regular meetings, special meetings, and workshops as required; prepare meeting agendas, set up room; compose and type minutes of meetings.
- Cross-train with other positions including the City Clerk to assume responsibility for the operation of the department.
- Act as City Clerk in the absence of the City Clerk.
- Coordinate the preparation and publishing of official City Council, board and committee meeting minutes via agendas and minutes software.
- Prepare and transmit legal notices/advertisements meeting deadlines in accordance with Florida Statutes and/or the Code of Ordinances; keep up with changes in laws that affect the requirements; track and verify that each notice/advertisement has been printed correctly and published on the proper date.
- Interact with Mayor and City Council members in a professional, courteous, and efficient manner, and respond to suggestions and guidance positively.
- Provide administrative support including coordinating meetings and processing travel/training requests for the Mayor, City Council Members, City Clerk, City Manager, and other employees as needed.
- Prepare a monthly calendar with meetings and events, distribute accordingly to include posting on the City's website.
- Update the City Clerk and City Council website pages.
- Assist the City Clerk with maintaining and updating the Code of Ordinances and the Land Development Code.
- Assist in the development of the City Clerk and City Council budgets each fiscal year.
- Initiate the purchase of supplies and materials for the department and maintain accurate inventory of materials; input purchase requisitions and receive purchase orders and invoices.
- Monitor financial disclosure and conflict of interest statements for City Council Members, Board Members, Committee Members, and Staff.
- Perform research and retrieval of records.
- Prepare and respond promptly and in a courteous manner to all public records requests both external and internal.
- Remain knowledgeable of all City Departments' operations and responsibilities and, when needed, provide guidance to citizens and staff direction to the responsible department and staff.
- Suggest technological changes and explore methods to improve the City through innovative ideas.
- Answer the telephone, screen calls, route calls to appropriate destination, and record messages when appropriate; provide general and specific information in response to inquiries and requests; assist City Clerk with telephone messages and other related administrative functions as required; welcome and assist all persons who come into the office.



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- Train management and staff on using the agenda management software, CivicPlus Select, and records request management software, JustFOIA
- Schedule use of the Council Chamber and other meeting rooms when necessary.
- Demonstrate a good public relations image, stay active in community organizations and maintain cooperative and good working relationships with citizens, the City Manager, City Attorney, Department Directors, and other City employees.
- Engage in activities and training that promote and support professional growth and development.
- Embrace core values of the City including integrity, accountability, teamwork, customer service, and continual improvement
- Perform other job duties as assigned.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- A detailed knowledge of the Florida Ethics Law, the Open Records Law, and the Public Meetings Law.
- A detailed knowledge of archives and records management laws, systems, and technology.
- A thorough understanding of the City's functions, ordinances, policies, and procedures.
- An advanced use of word processing, graphics, spreadsheets, database and other applicable computer software applications.
- A complete understanding of office methods, practices, and equipment.

##### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer, printer, calculator, fax, and copier.

##### **Abilities**

- Input and retrieve data via computer (Microsoft Office products, Laserfiche, CivicPlus Select, ClerkMinutes, JustFOIA, Naviline, and any other software utilized by the City).
- Assess needs and prioritize accordingly.
- Motivate staff.
- Effectively deal with a variety of individuals and groups.
- Plan work schedules.
- Prepare reports and studies.

#### **Physical Demands**



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The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.



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- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

I have read and understand this job description and acknowledge that I am able to complete the essential functions of this job without accommodations.

I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date