

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: ASSISTANT CITY CLERK (Job Code 300).

GENERAL STATEMENT OF JOB

Under general direction performs professional administrative duties as primary assistant to the City Clerk. Employees in this class generally possess extensive departmental knowledge and excellent clerical/keyboard skills. Employees must be able to handle a variety of responsibilities in a fast paced work environment. Duties include a variety of secretarial tasks and heavy public contact work. The incumbent may coordinate several work projects and tasks simultaneously. Employees in this class are responsible for researching City records at the request of the City Attorney, City Manager, City Commission, and the general public. Position is responsible for maintenance and protection of permanent official municipal documents in accordance with state laws and regulations. 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. Position acts in the capacity of City Clerk during his/her absence. Attendance is required at evening meetings in addition to regular work hours.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Composes, edits, and prepares correspondence, memoranda, requisitions, reports, and other departmental documents; takes minutes at Commission Meetings; transcribes minutes from various City-authorized meetings.

Updates and maintains specialized filing systems; prepares, schedules and distributes the agenda for Commission Meetings; prepares payroll data for department.

Coordinates special projects as directed by superior; assists in coordinating municipal elections.

Responds to telephone, electronic and in-person inquiries; greets the general public and city officials; answers various inquiries, including public records; provides information on departmental services.

Supervises the activities of subordinate staff in all areas of work common to the operations of the City of Margate Department of the City Clerk as directed by the City Clerk.

Provides inter- and intradepartmental staff training in computer software and document preparation.

Provides secretarial and/or administrative services to boards or committees as assigned by the City Clerk.

Assists in managing and coordinating organization-wide record retention efforts, including ensuring adherence to legal requirements for maintaining, disposing, archiving or release of public records.

Coordinates public notices and legal advertising as needed.

Oversees the approval of leave slips and employee work schedules.

Coordinates agenda preparation for various boards, including but not limited to, the Planning & Zoning Board, Board of Adjustment, Development Review Committee and Community Redevelopment Agency. Serves as the backup to coordinate agenda preparation for the City Commission agendas in the absence of the City Clerk.

Serves a legislative government body in an administrative capacity with Management Responsibilities and whose duties include General Management, Records Management, Meeting Administration, Custody of the Official Seal and Execution of Official Documents, Elections and Management of By-Laws, Articles of Incorporation, Ordinances or other Legal Instruments.

Performs tasks and assignments as directed by the City Clerk.

Performs Emergency Response tasks and assignments as directed by the City Emergency Response Director or authorized Emergency Response subordinate.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in Public Administration or Business Administration, or related field of study. Incumbent must possess at least two (2) years of full-time work experience in a municipal or a county government position whose responsibilities include the preparation of agendas for official public meetings. Position requires an emphasis in advanced office functions, supplemented by five (5) years of progressively responsible office support experience; or an equivalent combination of training and experience.

A Certified Municipal Clerk (CMC) designation or higher with previous related municipal service is preferred.

A Certified Municipal Clerk (CMC) designation shall be completed within first three years of employment.

Shall obtain and maintain State of Florida Notary Public status.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Demonstrates the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving oral instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and municipal administration operations that range from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret problems and draw valid conclusions in program coordination development.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must consistently demonstrate the ability to speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Demonstrates the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting and filing documents.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of colors.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Environmental Requirements: Tasks are performed with infrequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of advanced office support functions.

Knowledge of report and record keeping principles and techniques.

Knowledge of filing principles and methods.

Knowledge of Florida Statute Chapter 119-Public Records.

Knowledge of and experience in the responsibilities required for the preparation of an agenda for an official public meeting, as well as in the maintenance and disposition of public records.

Skilled in both written and oral communications for effective expression and clarity in task assignment.

Ability to consistently demonstrate and effectively utilizes supervisory techniques and principles.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.

Ability to analyze, organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date