

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CITY CLERK (Job Code 210).

GENERAL STATEMENT OF JOB

Under administrative direction performs professional administrative duties in the coordination, direction, and organization of a variety of municipal activities. Duties include preparing City commission agendas and minutes, processing resolutions and ordinances, and supervising municipal elections. Position is supervisory and responsibilities generally involve coordinating several programs simultaneously. Employees in this class are responsible for researching city records at the request of the City Attorney, City Manager, City Commission, various other officials, and the general public. Position has the considerable responsibility for planning and directing 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. Attendance is required for evening meetings outside of normal City Hall 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.

Directs and reviews the maintenance of legal and official city documents; supervises the codification of ordinances; certifies copies of ordinances, resolutions and other documents; supervises the filing of financial disclosure by appropriate officials and board members.

Directs the preparation of the City Commission's agenda and related documents; coordinates requests to be placed on the agenda; attends and records the minutes of the City Commission meeting.

Assigns/types and edits correspondence, memoranda, and other official documents; reviews City Commission actions; transmits them to the Mayor and City Attorney for their signatures.

Coordinates and reviews legal advertisements for public hearing pursuant to Florida Statute's requirements; notifies the public and press of City Commission meetings; supervises the dissemination of information through other media.

Coordinates and supervises municipal and in-house elections; monitors candidates and PAC's throughout election campaigns; disseminates election voting results to the public.

Coordinates annual financial disclosure notification with State Commission on Ethics regarding changes in persons required to file financial disclosure or in board and committee responsibilities.

Performs administrative duties such as providing departmental policy recommendations, attending management and staff meetings, authorizing leave and overtime, and resolving personnel issues.

Prepares and administers departmental budget.

Serves as the City's primary Public Records Custodian, including serving as the City's Records Management Liaison Officer (RMLO).

Performs various duties of Assistant City Clerk and Dept. Head Secretary during absence of such personnel.

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 Emergency Response duties as assigned.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Public Administration or Business Administration, or related field of study; supplemented by seven (7) years of progressively responsible department experience, a portion of which is preferred as an Assistant City Clerk; or an equivalent combination of training and experience.

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

A Master Municipal Clerk (MMC) designation shall be completed within first five 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 effectively convey or exchange information, including giving and receiving instructions, assignments and/or direction.

Language Ability: Requires the ability to read and comprehend 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. Requires the ability to utilize planning skills.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must 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 effectively deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (TALKING: expressing or exchanging information by means of spoken words; HEARING: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of state laws and regulations as applied to maintenance and protection of permanent official city documents.

Knowledge of the responsibilities required of a City Clerk's office.

Knowledge of effective administrative and supervisory techniques and principles.

Knowledge of report and record keeping principles and techniques.

Knowledge of budget development and implementation principles.

Skilled in both written and oral communications for effective expression of concepts and proposals, and clarity in task assignment.

Ability to apply analytical and interpretive skills to problem solving.

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