

City Clerk

City of Cedar Key
Cedar Key, FL, USA

GENERAL PURPOSE:

This is an at-will Administrative Officer position, performing managerial level administrative and supervisory work in directing and coordinating the activities of the City Clerk's office. Under general direction, plans, manages, oversees, and directs the operations and services of the office of the City Clerk, which includes the statutory responsibility of city clerk, municipal elections, records management, purchasing, human resources, and risk management; organizes, supervises, reviews and participates in the work of professional, technical and office support staff; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; performs other related duties as required.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Municipal Elections
- Records Management and Custodian of Records: Responsible for maintaining all official City documents and records.
- Serve as City Finance Officer: Responsible for preparing and monitoring the city budget. Performs accounting function for all City funds, including the CRA, and conducts general financial function and administration. Compiles fiscal estimates. Maintains accounts payable financial function and administration. Maintains accounts payable and receivable plus the general and subsidiary ledgers. Prepares all financial statements. Administers payroll. Reviews financial policies and makes recommendations to the City Commission. Acts as liaison for external auditors. Prepares quarterly financial statements to present to the City Commission.
- Attends Commission and other meetings and supervises the preparation and indexing of Commission minutes. Coordinates agendas, documents and provision of liaison including scheduling of meetings and public notices.
- Prepares and conducts municipal election administration and activities.
- Attends bid opening and assures contracting rules and regulations are followed.
- Maintains all Personal records and assures that personnel action is complete and accurate.
- Performs administrative support and other duties as required.
- Ensures the City is in compliance with all State of Florida regulations and laws as well as any other legal or accounting requirements.
- Meets with citizens to provide information and resolve complaints in an efficient and courteous manner.
- Responsible for bank reconciliation of all funds and accounts.
- Responsible for financial oversight and reporting for all grants received by the City.
- Responsible for the creation of all ordinances and resolutions pertinent to the position; responsible for attesting all ordinances, resolutions, and other legal documents of the City.
- Maintains and/or coordinates maintenance, repairs, updates to all information technology systems.

- Develops, implements, and maintains the City Clerk Department goals, objectives, priorities, policies, procedures, and work plan; ensures that established goals and priorities are achieved.
- All other duties, tasks, and responsibilities as assigned by the Mayor or Administrator.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of governmental accounting principles and practices. Knowledge of the ordinances, policies, resolutions, and procedures of the City. Knowledge of modern management practices and principles. Knowledge of archives and records management laws, systems, and technology. Knowledge of election laws. Ability to input and retrieve data via and utilize Microsoft Office and QuickBooks. Ability to access needs and prioritize and the ability to communicate effectively in writing and orally, laws and administrative polices governing municipal activates and of operations of municipal government. Ability to delegate authority and responsibility to subordinate employees and to maintain an effective organization. Ability to express oneself clearly in writing and orally and appear before groups of citizens and the Commission to present data and program which enhance the efficient operations of the city.

EDUCATION AND EXPERIENCE: A bachelor's degree from an accredited four-year college/ university and experience in Florida local government and accounting/finance is preferred. However, any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job are acceptable in lieu of the education requirement. Governmental experience as a City Clerk or Finance officer is preferred but not required. A Certified Municipal Clerk designation is desirable, or willingness to seek and obtain this designation upon employment. Must be bondable.

*This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. As a small city, Cedar Key utilizes a teamwork approach. All personnel are expected to learn the department functions necessary to continue effective City operations. Cross-training to accomplish this goal is necessary as directed.