

City Clerk Job Posting – City of Cedar Key, Florida

Position: City Clerk

Location: City of Cedar Key, Florida

Salary Range: \$50,000 – \$65,000 (Dependent on Qualifications) + Benefits

Status: Full-Time | At-Will Charter Official

Position Summary

The City of Cedar Key is seeking a highly skilled, professional, and service-oriented **City Clerk** to serve as a senior member of the City's management team. Under the policy direction of the City Commission, the City Clerk manages the highest level of municipal administrative functions, including elections, public records, finance, human resources, risk management, purchasing, and commission support.

Key Responsibilities

Municipal Elections & Compliance

- Serve as the City's Election Official, administering municipal elections from pre-planning through certification.
- Qualify candidates, manage election advertising, coordinate with the Levy County Supervisor of Elections, and ensure compliance with state and federal election laws.
- Maintain election records and filings.

Public Records & Records Management

- Serve as Custodian of Public Records.
- Manage records retention, archiving, indexing, and public records requests in compliance with Florida Sunshine and Public Records Laws.
- Coordinate records management training across departments.

City Clerk & Commission Support

- Prepare and publish Commission agendas, meeting packets, legal notices, and official minutes.

- Attend all Commission meetings and ensure accurate documentation of official actions.
- Maintain custody of ordinances, resolutions, contracts, and the municipal seal.
- Administer Oaths of Office and provide notary services for official City business.

Finance & Accounting

- Serve as the City's Finance Officer.
- Prepare and manage the City's annual budget and Clerk's office budget.
- Oversee accounting, payroll, accounts payable/receivable, bank reconciliations, and financial reporting.
- Prepare monthly, quarterly, and annual financial statements.
- Act as liaison to external auditors and oversee the annual audit.
- Provide financial oversight for grants.

Ordinances, Laws & Codification

- Manage codification of the City Charter, Code of Ordinances, Comprehensive Plan, and Land Development Regulations.
- Process and advertise ordinances and resolutions and ensure timely updates to Municode.

Human Resources & Risk Management

- Maintain personnel records and coordinate personnel actions.
- Oversee insurance coverage and risk management functions.
- Coordinate third-party contractors as needed.

Community & Intergovernmental Relations

- Serve as a liaison between the public, City Commission, and City staff.
- Respond to citizen inquiries and concerns professionally and efficiently.
- Prepare proclamations, public notices, and official announcements.
- Maintain City notices and information on the website and communication platforms.

Emergency Management

- Assist with emergency management operations during declared emergencies, serving as support staff to the Emergency Management Director.
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Knowledge, Skills, & Abilities

- Strong knowledge of Florida municipal government operations, election law, public records law, and governmental accounting.
- Proficiency in Microsoft Office and QuickBooks.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to manage multiple priorities under pressure.
- Professional demeanor and strong customer service orientation.
- Ability to work collaboratively with elected officials, staff, and the public.

Education & Experience

- Bachelor's degree from an accredited college or university preferred.
- Significant experience in Florida local government administration and/or finance strongly preferred.
- Experience as a City Clerk or Finance Officer is desirable.
- An equivalent combination of education, training, and experience will be considered.

Certifications & Licenses

- Certified Municipal Clerk (CMC) preferred or willingness to obtain.
 - Master Municipal Clerk (MMC) is highly desirable.
 - Florida Association of City Clerks (FACC) designation preferred or willingness to obtain.
 - State of Florida Notary Public (or ability to obtain).
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Benefits

- Health insurance
 - Paid leave and holidays
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Application Process

Submit resume and cover letter to the City of Cedar Key. Position open until filled.

City of Cedar Key

Attn: City Hall Clerk's Office

809 6th Street, Cedar Key, Florida 32625

Or email: CityHall@CedarKeyFL.us