

## **JOB LISTING: CITY CLERK POSITION**

### **CITY OF CEDAR KEY, FLORIDA**

**Position:** City Clerk

**Location:** Cedar Key, Florida

**Type:** Full-Time

**Salary Range:** \$45,000-\$57,000

**Benefits:** State of Florida Retirement and Healthcare

#### **General Purpose:**

As an at-will charter official, the City Clerk manages the highest level of municipal affairs for the City under the policy direction of the City Commission. As a member of the City's senior management, the City Clerk 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; handles all accounting and financial management functions; organizes, supervises, reviews and participates in the work of professional, technical and office support staff to the City and Commission; and coordinates activities with other City officials, departments, outside agencies, organizations, and the public.

#### **Essential Functions:**

**ELECTION OFFICIAL/SUPERVISOR OF ELECTIONS:** Administers federal, state, and local laws and procedures to supervise and administer municipal, general and special elections from election pre-planning to certification of election results and filing of final campaign disclosure documents. Other duties relating to elections include:

1. Qualifying Officer - qualify candidates for local office;
2. Assist candidates in meeting their legal responsibilities before, during and after an election;
3. Perform all legal advertising for elections;
4. Certify vacancies existing on the local level;
5. Maintain receipt of any and all petitions, initiative or otherwise;
6. Furnish material for local elections and coordinate with the Levy County Supervisor of Elections;
7. Maintain receipt of election results.
8. Obtain all necessary election training as periodically required by local, state and federal law.

**RECORDS MANAGEMENT AND CUSTODIAN OF PUBLIC RECORDS:** Responsible for maintaining all official City documents, records, and public record request according to applicable laws.

1. Prepare and maintain the records index system, oversee records management, archiving, retention, archiving, storage, distribution, and destruction in accordance with the Florida Statutes and Commission policies;
2. Coordinate record management efforts and training in each department;
3. Receive and process all requests for public information (open records requests) in accordance with the Florida Sunshine Law, Florida Public Records Law, and Freedom of Information Act to include gathering of requested information.

4. Take charge of, arrange, and maintain the records of the City council; and, official City records as provided by ordinance or State Law.

**LAWS:** Maintain and manage codification of City Charter, City Laws, Comprehensive Plan, and Land Development Regulations.

1. Manage the City's laws, codification of ordinances, and distribution of supplemental updates to the City Charter, and Code of Ordinances, and ensure timely update on MuniCode.
2. Process, record, file and advertise ordinances, resolutions, and legal notices.
3. Write and prepare ordinances and resolutions for the City Clerk's Office and reviewed and approved by City Attorney. (CK Attorney Drafts)
4. Ensure the City is in compliance with all State of Florida regulations and laws as well as any other legal or accounting requirements.

**CITY FINANCE OFFICER:** Responsible for all accounting and financial management functions of the City, including but not limited to, bookkeeping, reconciliation, preparation and review of monthly and quarterly assessments of annual budget; reporting, investing (according to commission determined investment policy), and banking, and, the annual audit. In addition:

1. Prepare, monitor and manage the annual City budget and expenditures. Compile fiscal estimates.
2. Prepare, monitor and manage the City Clerk's office budget.
3. Maintain accounts payable and receivable plus the general and subsidiary ledgers.
4. Prepare all financial statements – monthly, quarterly and yearly – and automatically send to Commissioners in a timely manner.
5. Administer payroll.
6. Review financial policies and make recommendations to the City Commission.
7. Act as liaison for external auditors.
8. Handle monthly bank reconciliation of all funds and accounts, identifying points of concern, and working to resolve issues to resolution.

**COMMISSION ADMINISTRATION:**

1. Commission and committee liaison providing administrative and staff support to Commissioners as needed and assigned;
2. Assist in the preparation of and publish agendas and meeting packets of the Board of Commissioners;
3. Post meeting notices of the Board of Commissioners according to Commission policy;
4. Attend all meetings of the Board of Commissioners;
5. Transcribe and prepare official meeting minutes of the Board of Commissioners;
6. Ensure that records of all Commissioner action are filed in the records indexing system.

**CITY CLERK'S OFFICE:**

1. Develop, implement, and maintain the City Clerk Department goals, objectives, priorities, policies, procedures, and work plan; ensure that established goals and priorities are achieved.
2. Exercise direct supervision over assigned management, supervisory, technical and clerical personnel in the Clerk's office.

3. Carefully keep all contracts and agreements made by the City council.
4. Compose, type and print letters, memorandums, and correspondence.
5. Complete inter-governmental and inter-agency reports.
6. Attend training as required by law, or as directed by the Commission.
7. Engage in activities that promote professional growth and support professional growth and development for employees.
8. Perform all other duties required by law, ordinance, resolution, or order of the City Commission.
9. Perform administrative support and other duties as required.
10. Improve the Office of the City Clerk through improved electronic software and web-based programs, and educational programs and certifications.

#### **COMMUNITY LIAISON:**

1. Utilize strong customer service skills. Meet with citizens to provide information and resolve complaints in an efficient, helpful, professional, and courteous matter at all times. Always follow through in a timely manner.
2. Perform liaison work between the public and the council as needed to effectuate transparency or otherwise directed by the Commission.
3. Prepare proclamations, official important announcements, special occasions and events.
4. Furnish data and public information to media according to any established City public relations policy or as otherwise directed by the Commission.
5. Prepare, maintain, and publish all notices required by law under, regulation or ordinance of the City.
6. Maintain and update notices information on the City website, Savvy Citizen, and other social media outlets as needed.
7. Assist other departments with advertising prepared public hearing notices.
8. Demonstrate a good public relations image and maintain a cooperative, professional, and solution based working relationship with the citizens, Commissioners, Mayor, City Attorney, Department Heads, and City employees.

#### **SIGN AND ATTESTS TO OFFICIAL DOCUMENTS:**

1. Execute and emboss documents to authenticate the validity of City records: ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City Certification.
2. Provide notary services in relation to official business of the City Clerk's office.
3. Attest official contracts and documents.
4. Keep the corporate seal and attest to all ordinances, resolutions, and official documents of the City.
5. Administer and record Oath of Office of City officials.
6. Maintain custody of the municipal seal.

#### **MISCELLANEOUS:**

1. Attend bid opening and assures contracting rules and regulations are followed.
2. Provide financial oversight and reporting for all grants received by the City.
3. Maintains and/or coordinates maintenance, repairs, updates to all information technology systems.
4. All other duties, tasks, and responsibilities as assigned by the Mayor or City Commission.

5. Assist and participate in Emergency management when needed (Clerk currently serves as the assistant to the Emergency Management Director during a declared emergency).
6. Manage appointments to city advisory boards or committees.
7. Schedules speakers to conduct trainings on Sunshine Law, Ethics Law, Public Records Law, and other type of training related to the City Clerk's Office and Board of Commissioners.
8. Human resources: Maintain all personnel records and assure that personnel action is complete and accurate.
9. Coordinate with and help facilitate the work of third-party contractors.
10. Handles all insurance on behalf of the City.

**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. Working knowledge of and ability to input and retrieve data via and utilize Microsoft Office and QuickBooks. Ability to assess and prioritize needs. Strong working knowledge of the laws and administrative polices governing municipal activities and of operations of municipal government. Ability to delegate authority and responsibility to subordinate employees and to maintain an effective organization. Skilled in both written and oral communication for effective expression of concepts and proposals among coworkers and before the Commission and citizens, and clarity in task assignment. Ability to handle citizen issues and interactions with efficiency, professionalism, and a pleasant, positive attitude as the official representative of the City. Ability to utilize computer applications as they apply to the City. Possess a strong work ethic and the ability to handle a multitude of diverse tasks simultaneously under pressure while maintaining an attention to detail for the purpose of ensuring accuracy in task performance. Strong working knowledge of QuickBooks, Excel, Word, and PowerPoint necessary.

**EDUCATION AND EXPERIENCE:** A bachelor's degree from an accredited four-year college/ university and significant experience in Florida local government and accounting/finance is preferred. Substantial experience in progressively responsible related Florida governmental administrative work a plus. However, any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the City Clerk job are acceptable in lieu of the education requirement. Governmental experience as a City Clerk or Finance officer is preferred but not required if skills are otherwise present.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- A Certified Municipal Clerk designation is desirable, or willingness to seek and obtain this designation upon employment.
- A Master Municipal Clerk designation is highly desirable.
- Florida Association of City Clerk (FACC) designation preferred, or willingness to seek and obtain upon employment.
- State of Florida Notary Public.

**SALARY RANGE** - \$45,000 - \$57,000 plus benefits - Health insurance and Florida Retirement Systems retirement options. Salary will be dependent upon education, skills, experience, certification status, etc.

\*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.