

CITY OF SATELLITE BEACH

JOB DESCRIPTION

JOB TITLE: CITY CLERK

DEPARTMENT: CITY CLERK

GENERAL DESCRIPTION:

Responsible administrative work managing the various functions and responsibilities of the City Clerk's Office. Work is performed under the administrative direction of the City Manager. Serves as Acting City Manager in the City Manager's absence and represents the City in meetings when the City Manager is not available.

ESSENTIAL JOB FUNCTIONS:

STATUTORY DUTIES

- ◆ Secretary to municipal corporation
- ◆ Election official
- ◆ Secretary to City Council
- ◆ Records management Liaison

MAYOR AND COUNCIL SUPPORT

- ◆ Prepare/assemble agenda packets
- ◆ Draft ordinances and resolutions, coordinate legal notices and advertisements
- ◆ Record, transcribe, distribute and file minutes
- ◆ Compose City correspondence, proclamations and certificates
- ◆ Make travel arrangements (hotel, air, and car registrations, expense reports and vouchers)
- ◆ Coordinate City Board applications, correspondence, awards, plaques, and Roster

CITY MANAGER SUPPORT

- ◆ When designated, serve as Acting City Manager when City Manager is out of town
- ◆ Represent City at meetings when City Manager is not available
- ◆ Assist in coordination of various departments for hiring and maintaining personnel records and relations
- ◆ Oversee capital improvements sealed bid procedures

CITIZEN INFORMATION/COMPLAINT OFFICE (PUBLIC INFORMATION OFFICE):

- ◆ Respond to records requests (research, copy, record and certify public records)
- ◆ Complete and verify responses to numerous surveys

- ◆ Provide link to other government and community agencies
- ◆ Welcome new citizens and hand out new resident packets
- ◆ Interface with Harris Sanitation
- ◆ **LISTEN** with understanding to complaints. . .
Offer to do everything possible to resolve the situation

GENERAL DUTIES:

- ◆ Issue Occupational Licenses and collect business tax
- ◆ Monitor costs and purchase office supplies for all departments
- ◆ Provide support to Community Redevelopment Agency
- ◆ Process codification of City Ordinances
- ◆ Prepare draft budget for Administrative, Legislative and General Budgets
- ◆ Coordinate United States Census
- ◆ Keep current with new legislation and professional education
- ◆ Provide Notary services
- ◆ Receive, file and monitor bonds, insurance policies, and vehicle registration
- ◆ Provide for records and information management, including indexing and retention
- ◆ Staff reception desk (walk-ins, telephones, FAX, mail and e-mail)
- ◆ Administer Legislative, General Services and Administrative Budget
- ◆ Maintain Personnel Manual and Files
- ◆ Provide support for the City's communication with residents including newsletter
- ◆ Collect money for donations and promotional projects such as Beautification Board plant sale, Blue Lights, City license plates, memorial trees, Save-the-Beach license plates, bricks, T-shirts, Dog Park bricks, etc.
- ◆ Schedule employee physicals and drug screening
- ◆ Receipt revenue from state, county, and city, etc., and prepare deposits
- ◆ Maintain City calendar and schedule for Council Chamber
- ◆ Handout new resident packets and welcome new residents to the City
- ◆ Provide City demographics
- ◆ Provide courteous, impartial administrative services and support to the Citizens, City Council, City Manager and all departments in an efficient manner.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the ordinances, policies 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 computer.
- Ability to access needs and prioritize them.

- Ability to motivate staff.
- Ability to communicate in writing and orally.
- Ability to deal with a variety of individuals and groups.

EDUCATION AND EXPERIENCE:

- Associates Degree in Secretarial, Office Management, or related field.
- Three to five (3-5) years experience in progressively responsible related governmental administrative work.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- CMC and MMC designation desirable (through International Institute of Municipal Clerks.)
- CBTO (Certified Business Tax Official)
- Notary of the State of Florida

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)