

# City of Brooksville

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>CITY CLERK</b>
<b>DEPARTMENT:</b>	<b>CITY MANAGER'S OFFICE</b>
<b>SUPERVISED BY:</b>	<b>CITY MANAGER</b>

**POSITION SUMMARY:** This position is the official, legally accountable, City Clerk. Work involves creating, coordinating, and maintaining a permanent record of City Council actions including historical and current official records; researching, interpreting, analyzing and preparing various reports, documents and activities; preparation of agenda packets for meetings and gathering information for meeting agenda packets and assuring that legally required City Council operational processes and procedures are followed. The position provides oversight for/assistance in the coordination of municipal elections. Position requires the use of considerable judgment and independent action. Work requires a high level of discretion. This position is responsible for responding to requests from the general public, the news media and City employees for information and/or services. Position is directed through and supervised by the City Manager.

### ESSENTIAL JOB FUNCTIONS:

- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files all City records.
- Attends regular and special City Council meetings and workshops; oversees or performs an accurate recording and transcription of the proceedings, preparation of the minutes, proper legislative terminology, and recording, indexing and filing for the public record; distributes information as requested. Processes action and direction of the City Council.
- Prepares and advertises meeting agendas, bid and other advertisements and legal notices of public hearings and special meetings; prepares agenda and Council packets for regular, special meeting and workshops; prepares reports, agenda items and materials for Council meetings.
- Prepares proposed resolutions, proclamations, ordinances, letters, memorandums, various/complex reports, minutes, correspondence and other documents as may be required. Researches, interprets, and analyzes records, reports, and issues.
- Assists with and supports the coordination of the City elections, working with the Hernando County Supervisor of Elections' Office.
- Prepares agenda for and attends Charter Review Board meetings, oversees or performs an accurate recording of the proceedings, prepares minutes and distributes information as requested.
- Maintains changes, codifications, and supplements of the City Charter and Code Book based upon Council action.
- Oversees the preparation and maintenance of files on City Advisory Board/committee members, appointments, attendance, and minutes of meetings.
- Prepares, coordinates, oversees and assists with City procurement procedures and bid openings.
- Administers oath of office to public officials and City employees.
- Serves as a notary public.
- Provides public records and information to citizens, civic groups, the media and others as requested.

Researches, prepares and provides of public records in accordance with City policy.

- Ensures deeds for City purchased properties are submitted to the Property Appraiser's Office for tax exempt status.
- Communicates official plans, policies and procedures to staff and the general public.
- Updates and maintains information on the City's website.
- Issues written and oral instructions; examines work for exactness, neatness, and conformance to policies and procedures.
- Manages assigned operations to achieve goals within available resources; plans and organizes workloads and assignments; trains, motivates and provides direction to the Deputy City Clerk position; reviews progress and initiates change as needed.
- Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates Clerk activities with other departments and agencies as needed.
- Coordinates special public events and functions. May make presentations to supervisor, boards, commissions, civic groups and general public.
- Oversees the City's Records Management Program.
- Must be able to work safely, diligently, responsibly and independently at completing functions.

#### **JOB STANDARDS:**

##### Education and Experience

Any combination equivalent to the education and experience likely to provide knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education: Bachelor's Degree from an accredited college acceptable to the City, preferably in public or business administration or a related field.

Experience: Five (5) or more years of progressively responsible experience as a City Clerk, Deputy City Clerk or related experience as described job functions and required knowledge, skills and abilities required for the position. Proficiency in office/administrative computer software programs including Microsoft Office (Word, Excel, PowerPoint and Outlook) and recordkeeping management systems.

Licenses, Certification or Registrations: Valid Florida driver's license and must be insurable by the City's insurance carrier. Must be eligible for appointment as a Notary Public in the State of Florida. Certified Municipal Clerk certificate preferred; ability to attain Certified Municipal Clerk certificate within three (3) years.

#### **CRITICAL SKILLS, ABILITIES, & EXPERTISE:**

Physical Requirements: Sitting, standing, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Stretching/reaching, bending at waist, squatting, walking, handling, grasping, driving, light lifting and/or carrying (up to 15 lbs) are frequent. Pushing, pulling, kneeling, climbing, balancing, turning, feeling, medium lifting and/or carrying (up to 30 lbs.) are occasional.

Equipment: Personal computer, calculator, telephone, printer/copy machine, facsimile, transcribing devices and related office and instructional/presentation equipment and a motor vehicle.

Skills & Expertise: Knowledge of composition and grammar, business English and arithmetic. Knowledge of available community resources. Knowledge of or ability to learn appropriate municipal

codes, ordinances and laws relating to municipalities. Knowledge of Council Rules of Order (which are based on Roberts Rules of Order). Knowledge of modern records retention and retrieval procedures as set forth by the Florida Bureau of Archives and Records Management and other applicable agencies. Knowledge of public records' law, requirements and management. Knowledge of the operations of the City, City departments and Florida local government. Knowledge of modern records retention and retrieval procedures as set forth by the Florida Bureau of Archives and Records Management Skill in recording and transcribing of minutes, including interpretation of actions taken. Ability and skill to transcribe accurate minutes of meetings, using transcription equipment. Ability to read, comprehend, implement and complete oral and/or written directions in English. Ability to work with limited direction. Ability to prioritize and organize work. Ability to effectively communicate orally and in writing. Ability to compile data from various sources, departments, etc. Ability to analyze and interpret data. Ability to work in a simultaneous multi-task environment. Ability to set up and maintain complex filing/record systems. Ability to work independently and confidentially within the framework of City policy, procedures, practices and direction. Ability to establish effective working relationships with people including coworkers, public citizens, supervisors and business/governmental contacts. Ability to deal with the public in an effective and courteous manner. Ability to maintain acceptable work schedule and attendance record. Ability to perform assigned duties timely and effectively while working carefully and complying with safety rules. Ability to follow directions and complete tasks, functions and assignments accurately and on time. Ability to project a good public image and maintain effective customer relations. Willingness and ability to exercise sound judgment and perform at a high level of efficiency and productivity. Actively support the Departments and the City's goals, programs, and objectives and comply with the City's regulations and procedures. Ability and willingness to understand and comply with City's policies, regulations and procedures; exercise sound judgment; perform at an acceptable level of efficiency and productivity as determined by the City's management; and support the City's mission, goals and objectives. Skills in public speaking and public relations. Skills in customer service and dealing with irate individuals and problem solving. Skills in completing work with a high degree of accuracy. Skill in developing procedures or systems for implementing programmatic functions. Ability to type 60 wpm with accurate transcription. Ability to use and operate a personal computer and office equipment. Advanced knowledge and ability to use Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook, and other Windows-based/web-based applications/software for payroll, reporting, etc. Knowledge and ability to prepare, publish and maintain web content on the City's website. Ability to safely operate a motor vehicle.

## **ENVIRONMENTAL FACTORS**

*Job Location:* Primary location is within the administrative office of the City Manager's Office located in Brooksville, Florida; occasionally works within other community facilities, typically within the City of Brooksville. Constantly works indoors, occasionally inside a vehicle and outdoors.

*Work Environment:* Work alone and with others is constant. Working inside office environment is constant. Working with computers and office equipment is constant. Working overtime/weekends is occasional.

**MARGINAL/SECONDARY JOB FUNCTIONS:**

- Performs other reasonably related duties as assigned/directed by the City Manager.

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

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**Employee Signature**

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**Date**

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**Supervisor Signature**

\_\_\_\_\_  
**Date**

<b>HR INFORMATION</b>	<b>REVISION DATE: July 7, 2017</b>
<b>FLSA STATUS: Exempt</b>	<b>EEO CATEGORY: W/C CODE: 8810</b>
<b>PAY GRADE: 587A</b>	<b>SALARY RANGE: \$40,000 to \$59,000</b>