

JOB ANNOUNCEMENT

City of Treasure Island, Florida

TITLE OF POSITION: City Clerk
VACANCY DATE: May 15, 2018
SALARY: Depending on Qualifications, set by City Commission
CLOSING DATE: Open Until Filled

CITY OF TREASURE ISLAND JOB DESCRIPTION

JOB TITLE: CITY CLERK- E GRADE: CHARTER OFFICER
DEPARTMENT: CITY CLERK SALARY: SET BY CITY COMMISSION

GENERAL DESCRIPTION:

The City Clerk is the official custodian of all official City records; responsible for the retention and overall management of records in accordance with Florida Law. The City Clerk records the minutes and actions of the City Commission and manages all aspects of City elections. Work is performed in coordination with the City Manager; position is appointed by the City Commission assisted by the city manager by making recommendations regarding the employment, termination and compensation of the city clerk.

ESSENTIAL JOB FUNCTIONS:

1. 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. Oversees the City's Records Management Program.
2. Prepares and manages the agenda for and attends regular and special City commission meetings and workshops; oversees or performs an accurate recording of the proceedings, preparation of the minutes, proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.
3. Prepares and advertises meeting agendas, bid and other advertisements and legal notices of public hearings and special meetings; prepares agenda and commission packets for regular and special meeting and workshops; prepares reports for Commission Meetings. Coordinates codification of Ordinances process
4. Manages all elements of City elections and works in conjunction with the Supervisor of Elections Office.
5. 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. Coordinates placement of legal advertisements, public notices and mailing of legal

notifications.

6. Prepares and maintains records of all Committee/Board appointments. Monitors financial disclosure statements, City Commission appointment process, and conflict of interest statements.
7. Administers oath of office to public officials; Serves as a notary public.
8. Provides public records and information timely and in compliance with Florida Law while also safeguarding confidential and exempt information from unlawful disclosure.
9. Ensures deeds for City purchased properties are submitted to the Property Appraiser's Office for tax exempt status.
10. Updates and maintains information on the City Clerk web page. May make presentations to Commission, boards, committees, civic groups and general public. Provide public records and open meeting training to new Commission, Board and Committee members, and employees.
11. Prepares department and commission budgets: monitors revenues and expenditures to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
12. Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
13. Performs other duties that may be assigned.

(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 duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the principles and practices of modern public administration.
- Extensive knowledge of office practices and procedures.
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Thorough knowledge of public meetings law (Florida Sunshine Act) and public records law
- Thorough knowledge of election laws.
- Ability to input and retrieve data via computer.
- Ability to assess needs and prioritize them.
- Ability to communicate in writing and orally.
- Ability to deal with a variety of individuals and groups.
- Ability to plan work schedule.
- Ability to prepare reports and studies.

EDUCATION AND EXPERIENCE:

Graduation from a four (4) year college with Bachelor's Degree in Public Administration, business management, records management or related field. Five (5) years increasingly responsible experience as Deputy City Clerk, City Clerk or working in a City Clerk's Office.

(An equivalent and comparable combination of education, experience or training may be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License. Notary Public Certification. CMC Preferred

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Work is performed in an air conditioned office.

Executive and Senior Management positions in political environments can be demanding.

The employee is required to sit for long periods of time, stand, bend, talk, & hear.

The employee is required to walk, use hands to operate equipment, finger, handle or feel objects, or controls, and to reach with hands and arms.

May be required to occasionally perform some lifting of heavy objects.

Reasonable accommodation may be made to enable an individual to perform the essential functions of this position.