



JOB DESCRIPTION

POSITION TITLE: Town Clerk
DEPARTMENT: Administration
REPORTS TO: Town Administrator
EMPLOYMENT CLASSIFICATION: Salary-Exempt / Full Time
SALARY RANGE: \$70,000 - \$90,000

GENERAL DESCRIPTION:

By Florida Law this position is an officer of the Town Corporation appointed by the Board of Commissioners, with statutory responsibilities as Clerk. The Town Clerk has the inherent authority to meet the statutory responsibilities within the constraints of the law and of policy established by the Board of Commissioners. The Town Clerk shall accept and follow through in order of priority, assignments from the Town Administrator. The Town Clerk has direct responsibility for the operations of the Town Clerk's Office and may delegate to the Deputy Town Clerk. The Town Clerk must be familiar with the rules and ethical standards pertaining to public employees under the provisions of the Florida Statutes and are expected to follow these rules and standards faithfully in carrying out the responsibilities of the position in conducting the Town's business.

ESSENTIAL FUNCTIONS (KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS):

Essential functions, as defined under the Americans with Disability Act, may include the following tasks, knowledge, skill, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed in this position.

Administration:

- Responsible for the day-to-day operations of the Town Clerk's Office.
- Responsible for assuring that contacts of all Town Hall employees with the public are marked by unfailing courtesy and by every effort to be helpful, the latter within, of course, the policy guidelines and work priorities set by the Town Administrator.
- Responsible for some external interfacing with all persons, agencies, businesses, and organizations that conduct business with the Town.
- Responsible for supervising the Deputy Clerk and with the approval of the Town Commission may appoint deputy clerks who, when appointed, carryout assignments associated with the day-to-day operations of Town Hall.
- Responsible for providing public notices (including legal advertising) and posting of notices of all Town Commission/Committee meetings subject to the Sunshine Laws, keeping the journal of its proceedings and authenticate by their signature and record in full in a book kept for the purpose all ordinances and resolutions.
- Responsible for preparing and distributing Town Commission meeting agendas and packets.
- Responsible for coding all invoices to prepare for Administrator review and approval for payment.
- Responsible for providing support to the Town Commission, including correspondence, mail, telephone calls, emails conference registrations, hotel and travel arrangements.

- Responsible for maintaining custody and safekeeping of all Town records, including ordinances, resolutions, contracts, and agreements; and promulgates procedure for the orderly management, maintenance, retention, and destruction of said records in accordance with Florida law. Serves as the state records management liaison officer.
- Responsible for the general administration of the Town's Personnel System in cooperation with the Town Administrator and each Department Head.
- Responsible for assisting with preparing personnel rules, regulations, general operating procedures, which are consistent with and in compliance with state, federal, and local laws for approval and adoption by the Town Commission.
- Responsible for maintaining the Town's Personnel Records.
- Responsible for providing response to public records and informational requests received from staff, other agencies and interested parties, as provided by state statute.
- Responsible for serving as the local supervisor of elections, in conjunction and coordination with the county supervisor of elections.
- Responsible for planning and coordination of Town special events.
- Responsible for developing and maintaining effective interpersonal relations.

Finance:

- Responsible as check signer.
- Responsible for authorizing the purchases of supplies, services or equipment for Town Hall operations that:
 - 1) fall within the budget, and
 - 2) do not exceed \$500, as pre-approved by the Town Administrator.

ESSENTIAL PHYSICAL REQUIREMENTS AND TASKS:

- The work is typically performed in an office which may require sitting, standing and walking to perform daily activities associated with job-related duties in support of the Town Commission.
- On occasion it may be necessary to lift objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS:

A considerable amount of time is spent in an office environment.

MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Bachelor's Degree from an accredited college or university preferably in Business Administration, Public Administration, or a related field. Or a minimum of ten (10) years of documented experience as a Certified Municipal Clerk; with proven knowledge of the Sunshine Law and Public Records Law.
- Certified Municipal Clerk - Certification as Master Municipal Clerk preferred.
- Demonstrated computer skills to perform essential job functions using the following Microsoft software; Word, Outlook, Excel, and PowerPoint.
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- Ability to multitask.
- Mandatory typing skill of at least 50 wpm.
- Ability to operate the following office equipment: computer, typewriter, calculator, facsimile machine, copier, scanner, video equipment, audio equipment and maintain the safe keeping of back up media.
- Ability to record and transcribe meeting minutes accurately and timely.
- Ability to work before, during, and after an undeclared emergency and/or declared emergency.
- Ability to work night hours, weekends, and national holidays as needed.

- Ability to attend continuing education classes and seminars held locally and/or outside the immediate local area for continuing education credits and/or CEU points.
- Must complete required courses for National Incident Management System (NIMS).
- Required to possess a valid Florida driver's license within 30-days of hire.
- Membership in the following: Florida Association of City Clerks, IIMC – International Institute of Municipal Clerks, Pinellas County Municipal Clerks and other membership as directed by the Town Administrator.

NOTE: *This job description is provided as an outline and resource in describing the duties and responsibilities of the Town Clerk/Treasurer and is not intended to be an exhaustive list of the activities, duties and responsibilities that may be required of the position.*