

Larry F. Cook, Mayor
301 J Harvey Etheridge St
Bonifay, FL 32425
Larry.Cook@cityofbonifay.com
850.703.6821



Councilmembers:
James Sellers, Vice Mayor
Rick Crews
Shelley Carroll
Eddie Dixon

Job Summary: The City Clerk manages the highest level of municipal affairs for the City and oversees the City's official records: directing the origination, maintenance, retrieval, archiving, release, distribution, safety, and overall management of documentation. The Clerk also coordinates the day-to-day business of elected officials and manages statutory requirements for the Council and the City. The City Clerk is hired by the City Council and supervised by the Mayor.

Qualifications: A college degree in Public Management, or Government is preferred (other related college fields will be reviewed), or an equivalent of five years or more of work experience in administrative governmental service.

Salary: negotiable based on education/experience.

Responsibilities:

- Maintain responsibility for all City records, such as ordinances, resolutions, proclamations, contracts, agreements, leases, deeds, meeting minutes, etc.; Maintain knowledge of public record retention rules and regulations; maintain all records in a complete, orderly, and accessible manner; attest to all official documents of the City and is the official custodian of the City Records.
- Responsible for all records management, both hard copy and electronic, to ensure the proper retention, retrieval, and destruction of records according to all legal requirements.
- Coordinate and prepare for the Annual City Audit and make arrangements for the audit with the council-approved audit firm.
- Serve as the liaison, being honest and forthright in dealing with all City boards and committees, including application processing, term limits, and member attendance.
- Coordinate the Municipal election process with the Holmes County Supervisor of Elections.
- Supervise the operation of City Hall Administrative Staff by assigning work and establishing work schedules, directing and supervising staff duties, and reviewing job performance.
- Embrace the City's core values, including integrity, accountability, teamwork, customer service, and continual improvement.
- Carry out legal responsibilities (placement of legal advertisements, public notices, and mailing of legal notifications) for all departments and meet legal deadlines following Florida Statutes and/or the City Ordinances; and keep up with changes in laws that affect legal requirements.
- Keep the Council informed on matters related to the City.
- Attend City-related meetings, representing the City when requested/needed.
- Attend City Council Meetings, prepare agendas and packets with supporting documentation, and maintain the Minutes of the meeting as prescribed by law in Florida Statutes.
- Prepare and publish official City Council, Board, and Committee meeting agendas, packets, and minutes via website/on site.
- Interact with the Mayor and City Council members professionally, courteously, and efficiently.
- Prepare updates of the Ordinances and Resolutions as adopted by City Council.
- Demonstrate good working relationships with business and community leaders and deal tactfully, skillfully, courteously, and efficiently with the public.

- Engage in activities that promote and support employee professional growth and development.
- Implement technological changes and explore methods to improve the City through innovative ideas.
- Coordinate special City Council appointments and prepare a monthly calendar of events.
- Perform other job duties as assigned.

Knowledge:

- A detailed knowledge of the Florida Ethics Law, the Open Records Law, and the Public Meetings Law.
- Ordinances, policies, and procedures of the City.
- Computer applications as they apply to this office.
- Good management practices.
- Maintain confidential records, matters, and information. Confidentiality is pertinent.
- Archives and records management laws, systems, and technology.
- Thorough understanding of the City's functions, policies, and procedures
- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies, and procedures.
- Operate a variety of office equipment, including a computer terminal, printer, calculator, and copier
- Input and retrieve data via computer (Word, Excel, and PowerPoint).
- Motivate staff.
- Effectively deal with a variety of individuals and groups.