

TOWN OF CENTURY JOB DESCRIPTION

Position Title:

Deputy Town Clerk

Department:

Administration

Reports To:

Town Clerk

FLSA Status:

Non-Exempt

Salary Range:

\$42,000 - \$45,000

Position Summary:

The Deputy Town Clerk provides professional administrative support to the Town Clerk and assists in maintaining official municipal records, preparing meeting materials, and ensuring compliance with state and local regulations. This position serves as the designated backup to the Town Clerk and performs a wide range of clerical, financial, and customer service duties essential to town operations.

Essential Duties and Responsibilities:

- Assist the Town Clerk in preparing and distributing agendas, minutes, and supporting materials for Town Council meetings.
- Maintain and organize official town records, contracts, ordinances, and resolutions.
- Process and respond to public records requests in accordance with Florida Public Records Law.
- Ensure the timely posting of legal notices and official announcements.
- Assist with election-related duties, including voter registration support and coordination with election officials.
- Perform notarial acts as a Notary Public when required.
- Support financial transactions related to administrative operations, including invoices and budget tracking.
- Handle correspondence and scheduling for the Town Clerk's Office.
- Assist in codification of ordinances and updates to the municipal code.
- Serve as a point of contact for public inquiries, providing professional and courteous assistance.
- Maintain confidentiality of sensitive municipal information.
- Perform other duties as assigned to support the efficient operation of town administration.

Minimum Qualifications:

- High school diploma or equivalent; an Associate's or Bachelor's degree in Public Administration, Business Administration, or a related field is preferred.

- Minimum of two (2) years of administrative experience, preferably in a municipal or government setting.
- Strong proficiency in Microsoft Office (Word, Excel, Outlook) and records management software.
- Must possess or obtain a Notary Public certification within six (6) months of hire.
- Knowledge of Florida's public records laws, municipal codes, and election procedures is desirable.
- Excellent organizational, communication, and customer service skills.

Preferred Qualifications:

- Experience working in a City Clerk's Office or local government setting.
- Certification or training in municipal clerkship (e.g., Florida Association of City Clerks).
- Familiarity with agenda and records management systems.

Work Environment:

- Work is performed primarily in an office environment with occasional off-site duties.
- Evening or weekend work may be required for Town Council meetings and elections.

Reclassification Justification:

- This position results from the reclassification of the Administrative Assistant role to Deputy Town Clerk to enhance operational efficiency without increasing staff headcount.
- The salary will be adjusted accordingly, considering the prior wage of \$17/hour.

Prepared By:

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Interim Town Manager