

**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: DIRECTOR, ADMINISTRATIVE SERVICES / CITY CLERK'S OFFICE

GENERAL DESCRIPTION OF DUTIES

Serves as the designated Officer of the City of the City Clerk's Office as established by City Charter. Position is responsible for directing the City Administrative Services functions. Areas of responsibility include, but are not necessarily limited to, human resources, risk management, passport services, special magistrate services, and City-wide communications systems. Position develops, recommends, and implements City administrative services and risk management policies and procedures. Work is under the general executive direction of the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, evaluates and directs departmental policies, programs and operations; develops recommendations for the City Manager and Commission; implements approved policies, programs and procedures accordingly.
- Directs the activities of the Clerk's Office and functions as Clerk for the City, e.g., public records management, public records reporting, preparation of agendas, preparation of minutes, elections.
- Acts as liaison between the City and the State Records Management Division.
- Directs the activities of the City's human resource functions, e.g., benefits administration, labor law compliance, collective bargaining negotiations and agreements, pension administration, recruitment and hiring, classification and compensation, terminations.
- Directs the activities of the City's passport acceptance facility, including management of three full-time passport acceptance agents and two on-call agents.
- Directs the activities of the City's risk management functions, e.g., insurance policies, lawsuits, preparation of research documentation for defense and discovery, works closely with City Attorneys on legal matters.
- Responsible for preparation, implementation and administration of division operating budgets
- Functions as liaison for cable services, negotiates leases with telecommunications carriers, and solid waste contractor.
- Responsible for tax and budget advertising and adoption.
- Responsible for ordinance preparation, to include meeting with advisory boards and other affected parties; facilitate consensus building through public relations.
- Performs related work as required.

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KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of the laws and policies governing functions of human resources management, risk management, public relations, and contract management.
- Knowledge of budget development and associated accounting practices and administrative policies associated with budget administration.
- Knowledge of the principle duties, responsibilities, and public records management functions of the City Clerk.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to formulate and install methods, procedure forms, and record systems.
- Ability to supervise professional and clerical staff.
- Ability to maintain effective working relationships with the public and staff.

EDUCATION & EXPERIENCE

Bachelor's Degree in Public or Business Administration or field related to the functional areas under charge; supplemented by seven (7) years progressively responsible experience in governmental administration, with broad exposure and practical experience in the areas of human resource administration, risk management, and public records management, the majority of which shall be in a supervisory or managerial capacity; or an equivalent combination of education, training, and experience.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary work, but which may involve some lifting, carrying, pushing or pulling objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Acknowledgement:

Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: _____ Date: _____

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.