

Town of Lake Park



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TOWN CLERK

Department: Town Clerk

Pay Grade: 140

FLSA Status: Exempt

JOB SUMMARY

Under the administrative direction of the Town Manager, the incumbent in this position is directly responsible for the management of the budget, personnel, and all administrative aspects of the Office of the Town Clerk. In such capacity, the Town Clerk shall function with a high degree of independence, and shall utilize sound professional judgement and demonstrate planning and organizational skills.

ESSENTIAL JOB FUNCTIONS

- Attends Commission, Community Redevelopment Agency Board, Committee, and Town Boards, Bids/Request for Proposal/Evaluation meetings, workshop and special call and records the minutes of such proceedings.
- Provides customer service to all Town residents and customers in matters pertaining to Town government.
- Prepares, tracks, and publishes items for the Commission, Community Redevelopment Agency, Town Board, Committee meeting, workshop, and special call agendas.
- Prepares, maintains, and updates documents such as the Commission agendas, Town Board Membership, Town Code of Ordinances, and Town Charter, advertisements, public notices, Ordinances, Resolutions, and proclamations. Is the custodian of the Town Seal.
- Trains Town Board Members and Elected Officials.
- Serves as the Supervisor of Elections for all Town municipal elections, including qualifying candidates, obtaining poll workers, scheduling training for each precinct.
- Serves as the Town's chief records custodian by protecting and preserving all official records and documents, such as Ordinances, Resolutions, Commission and board minutes, contracts and agreements. Is registered as the Town's Records Management Liaison Officer (RMLO) with the Florida Department of State.

Approved pursuant to Administrative
Policy

#20-014 on 12/21/2020

- Coordinates and oversees State of Florida reporting such as Financial Disclosure, Minority and Disability Reporting, Records Compliance Statements, and other state required reporting.
- Responds to information requests from the public and other municipalities, state officials, and federal legislative offices.
- Develops the annual fiscal budget for the Town Clerk's Department for approval by the Town Manager and presentation to the Town Commission. Prepares purchase orders, request for disbursements, and reviews all invoices processed by the Town Clerk's Office.
- Manages Town Clerk personnel in accordance with employee handbook.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

- Associate's degree in Public Administration or related area required
- A minimum of five (5) years of related experience required; and
- Certified Municipal Clerk (CMC) Designation is preferred or can be obtained within three (3) years from date of hire.

Knowledge, Skills and Abilities:

- Knowledge of Florida election laws, procedures, and activities
- Knowledge of the Town Code of Ordinances and Florida Statutes
- Excellent skill in planning and organization
- Ability to communicate effectively, both written and verbally
- Ability to understand and read laws, resolutions, ordinances, codes, etc.
- Ability to establish and maintain effective work relationships with the Town Commission, the general public, and Town staff.
- Ability to follow complex oral and written instructions
- Ability to research, collate and present information effectively
- Ability to use office equipment and technology

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Additionally, the following physical abilities are required:

WORK ENVIRONMENT

Work is performed primarily indoors without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation and training.