

# City of Lake City, FL

## Classification Description

Classification Title: CITY CLERK (Appointed)  
Department: CITY CLERK

Pay Grade: SET BY COUNCIL  
FLSA Status: Exempt

### General Description

This is a highly responsible legal, technical and administrative and supervisory role as recording secretary of the Municipal Corporation, Elected Officials and Official Records Custodian. Work in this class is distinguished by its responsibility for managing, organizing, coordinating, and carrying out designated municipal responsibilities and maintaining custody, recording, and documenting of official City records. responsible to the City Council for the lawful, effective and efficient management of all functions of the City Clerk's Office in accordance with the City Charter, Code of Ordinances, and applicable Florida Statute.

This position serves as the primary source of information for historical, legislative or electoral services; conduct and preserve the integrity of elections; and provide these services in an efficient, timely and courteous manner.

### Nature of Work

#### Essential Functions:

- ~~• Attends all on site and off site regular session, special called sessions, workshops and appointed committees of the City Council; takes minutes and records meetings. Takes roll call, and records voting of meetings. Maintains the official Minutes Book of the City Council. Prepares certification of extracts from minutes as required. Maintains necessary indexes of minutes.~~
- Attends all meetings of the City Council, records and maintains official records and actions of the City Council in their proceedings.
- Serves as recording secretary to and maintains journals of meetings of the Advisory Boards appointed by the mayor and/or council. (Beautification Committee, Housing Committee, Downtown Development, Airport Committee, Public Safety Committee, Utility, Recreation, CRA, Finance Audit, Budget Committee, Joint City/County Committees, and other committees or sub-committees as necessary).
- Attends and maintains the proceedings, agenda packets, minutes, presentations, etc. of all advisory boards and committees established by the City Council.
- Serves as custodian of the City Seal. and as such reviews and executes all City documents, such as ordinances, resolutions and other legal documents. Prepares and publishes public and legal notices as required. Maintains all files and all contracts, deeds, easements, journals, records and documents of the City.
- Responsible for certifying by signature the correctness of Council proceedings, and for obtaining the signature of the presiding officer of the City Council and the City Attorney.
- Coordinates with the City Manager in the preparation of the City Council meeting agendas and related support documents for City Council meetings.

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- Responsible for the preparation and publication of all public notices as required by the City Charter or by Florida Statute.
- ~~Serves as an information source for citizens. Responds to Public Records and Information Requests and performs appropriate research in response to the requests.~~
- Responds to public records requests in a timely manner and in accordance with the state's Florida public records laws.
- ~~Coordinates with the County Supervisor of Elections for all municipal elections with responsibility for advertisements and dates relating to City elections. Establishes procedures for election tabulations for presentation to Council.~~
- Conducts municipal elections exercising all authority not reserved to the Columbia County Supervisor of Elections. Administers City elections. Qualifies all candidates, receives and maintains candidate's reports, and assists City Council with Canvassing Board meetings.
- Administers and records oaths of office.
- ~~Distributes and assists in the final filing of Financial Disclosure, voting conflict of interest, and related forms for municipal officials.~~
- Maintains and updates the City Code as necessary. Supervises and directs codification of the City Code. of Ordinances of the City.
- ~~Responsible for conducting research for the City Clerks and the City Council budget. Responsible for the preparation and presentation of the City Clerk and the City Council budget. Responsible for purchasing budgeted items throughout the fiscal year and processing the invoices for payment.~~
- Prepares and monitors the City Clerk and City Council budget and manages expenses effectively.
- Serves as the Official Records Custodian and the RMLO (Records Management Liaison Officer). Maintains inventory of all official records within the City; ~~images, codes, stores, and disposes of records as appropriate.~~
- Prepares and maintains various files; directs records management functions.
- Responsible for the retention and disposition of City records.
- ~~Trains City staff in official record keeping procedures to ensure compliance with accepted practices and Charter requirements as well as disposal of public records.~~
- ~~Serves as custodian of the City Seal, and as such reviews and executes all City documents, such as ordinances, resolutions and other legal documents. Prepares and publishes public and legal notices as required. Maintains all files and all contracts, deeds, easements, journals, records and documents of the City.~~
- Coordinates, plans, and works with the City Attorney as necessary.
- ~~Assists with the preparation of council meeting agendas and supporting documents for regular and called council meetings.~~

- ~~Responsible for the formulation and distribution of a calendar outlining all scheduled meetings, events, training, and workshops for council.~~
- ~~Responsible for notification of the City Manager in regards to time off from work.~~
- Notifies the City Council of all vacancies on appointed boards or committees established by the City Council.
- Trains, develops, and appraises staff effectively.
- Directs and coordinates staff assignments.
- Develops and implements departmental policies and procedures to ensure the efficiency and professionalism of the department.
- Advises City Council and City management of potential risks.
- Keeps up to date on information and technology affecting functional areas to increase innovation and ensure compliance.
- Performs other duties as assigned or required by the City Council. ~~that constitute official City business as may be assigned by City Council.~~

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment** Uses small office equipment, including copy machines, scanners or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

**Critical Skills/Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and Charter related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Integrity;
- Attention to detail;
- Knowledge of laws and regulations governing the publishing, filing, indexing and safekeeping of official city documents;
- Knowledge of Municipal Codes and Ordinances, City Charter, intergovernmental relationships and general procedures of the City;
- Knowledge of municipal election procedures;
- Knowledge of research methods and techniques;
- Ability to communicate effectively, both orally and in writing;

- Ability to conduct research, analyze and present findings in a clear, concise manner;
- Ability to meet the public, to understand their questions, and provide clear answers;
- Considerable knowledge of modern office practices, equipment and methods; and
- Ability to meet successfully with department heads, public officials, and the general public and establish and maintain effective working relationships with these groups.

**Minimum Qualifications:** ~~Requires a Bachelor's Degree in Business/Public Administration or related field plus five years of experience in governmental management or an equivalent combination of education, training and experience. Certified Municipal Clerk (CMC) certification required or the ability to obtain one within three years. For reasonable cause a certification extension may be granted by majority vote of council. Master Municipal Clerk (MMC) certification preferred. Must have served in a supervisory capacity within a municipal government.~~

A. Education and Experience:

Bachelor's degree in public or business administration or related field plus a minimum of five years of experience in progressively responsible administrative work in a municipal government required; state of Florida experience preferred. Five years' experience in the functions of a City Clerk's Office or governmental management preferred. Experience and knowledge in Florida records management and public records preferred. Proficiency in Microsoft Office Suite required. Any equivalent combination of education and experience may be substituted for the minimum qualifications.

B. Certifications and Licenses: Certified Municipal City Clerk Designation (CMC) with the willingness to actively pursue and attain the Mater Municipal Clerk Designation (MMC) and the Florida Certified Professional Clerk Designation (FCPC). State of Florida Notary Public license and valid Florida Driver's License required at time of appointment.

**ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- ~~Ability to use a computer~~
- Must have the physical ability, strength, capability and flexibility sufficient to perform the job functions in the work environment. Reasonable accommodations will be made for otherwise qualified individual with a disability.

**Environmental Conditions:**

- Works inside in an office environment

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job. Per City Charter Section 306, the council shall establish an appropriate contract for the city clerk, which shall contain the employment conditions, compensation, benefits and such other terms as may be appropriate.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date