



Job Title:	City Clerk		
Department/Group:	Office of the City Clerk	Supervisor:	Board of Commissioners
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$90,043 – \$124,880 <u>135.054 yr</u>	Position Type:	Full-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled
Applications Accepted By:			
FAX OR E-MAIL: (727) 391-1131 OR humanresources@madeirabeachfl.gov Subject Line: City Clerk Attention: Human Resources - Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
ROLE AND RESPONSIBILITIES <p>The City Clerk is a Charter Officer appointed by the Board of Commissioners and serves at its pleasure. The City Clerk is responsible for administering the legislative affairs of the City and ensuring that all federal, state, county, municipal laws and regulations are observed. The City Clerk is the municipal secretary; secretary to the Board of Commissioners; secretary ex-official for the Civil Service Commission; elections official; supervisor of election; custodian of the City Seal with the authority to execute and emboss documents to authenticate the validity of city records; Records Management Liaison Officer with the State of Florida; the official Custodian of all City records within the boundaries established by Florida State Statutes, City Charter, and the City's Code of Ordinances and ensuring their safety; records manager overseeing the City's Records Management Program, performing certification and recording of the city as required, and coordinating record management efforts and training in each department; and Financial Disclosure Coordinator with the State of Florida Commission on Ethics.</p> <p>Other responsibilities include the following:</p> <ul style="list-style-type: none"> • Elections Official: administers Federal, State, and Local procedures in assisting candidates in meeting their legal responsibilities before, during and after an election. From Election pre-planning to certification of election results and filing of final campaign disclosure documents. • Supervisor of Elections/Qualifying Officer: Follows Elections procedures in accordance with the Florida Elections Commission to determine whether a candidate is 			

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qualified to run for mayor or district commissioner.

- Executes and emboss documents to authenticate the validity of City records: ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City Certification.
- Performs certification and recording for the City as required on legal documents.
- Responsible for the City's records management program, records retention, archiving, storage, distribution, and destruction of documents in accordance with the Florida Statutes, and coordinates record management efforts and training in each department.
- Receives, processes, and responds to public records requests in compliance with Florida Public Records Law (F.S. Ch. 119) and maintains a public records requests tracking system.
- Attends meetings of the Board of Commissioners, Charter Review Committee, and Civil Service Commission and other meetings as directed, records the meetings, and transcribes the minutes.
- Maintains records indexing system to include action taken by the Board of Commissioners. Oversees and assists in the preparation of agenda packets for Board of Commissioners, Charter Review Committee, and Civil Service Commission, including coordination and review of material.
- Prepares public notices for meetings of Board of Commissioners, Charter review Committee, and Civil Service Commission.
- Writes and prepares ordinances and resolutions for the City Clerk's Office.
- Authenticate by signature and record in full in a book kept for the purpose, all ordinances and resolutions.
- Attends Department Head Meetings.
- Manages the City's Code of Ordinances, codification of ordinances, and distribution of supplemental updates to the City Charter, Code of Ordinances, and Land Development Code.
- Improves the Office of the City Clerk through improved electronic software and web-based programs.
- Administers Oath of Office in accordance with State Law.
- Manages appointments to city boards and maintains membership Roster.
- Provides notary services in relation to official business of the city.
- Prepares and advertises public hearing legal notices for ordinances, resolutions, elections, and board vacancies.
- Assists with advertises prepared TRIM notices, RFQ's, RFP's, and zoning change notices received by other departments.
- Schedules registrations and reservations for the Board of Commissioners.
- Manages Board of Appreciation Dinner and other special events related to the City Clerk's Office and Board of Commissioners and makes all necessary accommodations and preparations.
- Schedules speakers to conduct training on Sunshine Law, Ethics Law, Public Records Law, and other type of training related to the City Clerk's Office and Board of Commissioners and makes all necessary accommodations and preparations.
- Communicates with the public, City departments and outside agencies in conjunction

with the above legislative process as well as on other issues involving the mission of the City Clerk's Office.

- Performs other duties required by the Board of Commissioners, City Manager, City Charter, and City Code.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Per City Charter, Sec. 5.2, this position is appointed on the basis of executive, professional, and administrative qualifications with special reference to actual experience in, or knowledge in respect to the duties of the City Clerk's office. This position requires certain certifications. The City Clerk must be a member and maintain membership in good standing of the International Institute of Municipal Clerks (IIMC) and the Florida Association of City Clerk (FACC), and be a Certified Municipal Clerk through IIMC, and maintain certification in good standing. Educational requirements include a high school diploma (or GED equivalent) with course work in word processing and related office procedures, continuous education and training from the IIMC and FACC, public records and election training, graduation from a four (4) year college with bachelor's Degree or Master's Degree in public administration, business management, records management, political science, paralegal science or related general management field, and five (5) years increasingly responsible experience as City Clerk.

PREFERRED SKILLS

This position requires a person who is committed to excellence and a passion for public service; possesses the essential knowledge, abilities, attitudes, skills, and habits to get the job done; conducts oneself according to all the City's values and performs to the highest performance standards; prioritizes and organizes tasks and completes them in the appropriate time frame; follows through with a plan or task; performs with integrity and adhering to the highest standards; demonstrates good written, verbal, and listening skills; demonstrates a positive approach toward work goals and duties; interacts professionally with the public, elected officials, staff members, and other agencies; and possesses the knowledge in the areas of federal, state, county, municipal laws and regulations. This position also requires being well-versed in Microsoft Office and document creation and revision.

ADA COMPLIANCE:

The City of Madeira Beach, 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.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

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AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator
300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com