



<b>Job Title:</b>	<b>City Clerk</b>		
<b>Department/Group:</b>	Office of the City Clerk	<b>Supervisor:</b>	Board of Commissioners
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$66,650 - \$83,200 annual	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>		<b>Date Posted:</b>	5/24/2017
<b>External Posting URL:</b>	www.madeirabeachfl.gov	<b>Posting Expires:</b>	Open until filled
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (727) 391-1131 <b>OR</b> <a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a> <b>Subject Line:</b> City Clerk <b>Attention:</b> Human Resources - Recruiting		<b>MAIL:</b> City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <p>The City Clerk is one of three chartered staff members that serve under the will of the Board of Commissioners. The City Clerk is responsible for maintaining and managing all of the City's records, both paper and electronic files and is in charge of all records management. This position requires the employee to attend and assist all Board of Commissioners Meetings to take and organize the minutes to provide support to the agenda. Other duties/responsibilities of this position include:</p> <ul style="list-style-type: none"> <li>• Custodian of Public Records of the City</li> <li>• Authenticates by signature and records in full in a book kept for the purpose; i.e., all Ordinances and Resolutions.</li> <li>• Serves as Supervisor of Elections for City Elections</li> <li>• Posts notices of meetings</li> <li>• Advertises legal and classified notices pertaining to Ordinances, Resolutions, Zoning Changes, Budget, Elections, vacancies, etc.</li> <li>• Assists in the preparation of agendas and packets for the Board of Commissioners, Civil Service Commission, Special Magistrate, and the Planning Commission.</li> <li>• Notifies residents that may be affected of potential zoning changes, land use changes, and site plans pursuant to the City Code of Ordinances</li> <li>• Maintains a journal of all the Board and Commission proceedings along with the other appointed boards.</li> <li>• Comprehends State, County and City Laws, rules and regulations regarding the functions of Records Management and Election procedures.</li> <li>• Attends meetings and conferences for educational growth related to the position, to learn new regulations and procedures, and network with others in the same field.</li> <li>• Schedules registrations and reservations for the Board of Commissioners.</li> <li>• Responds to, compiles with, and maintains a record of public records requests.</li> <li>• Attends Staff Meetings and Department Head meetings</li> <li>• Public Notary for the City</li> <li>• Maintains any important postings and notices to the City website and acts as the IT contractor liaison.</li> </ul>			

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#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

This position requires certain certifications. The City Clerk must have certification as a Municipal City Clerk through the International Institute of Municipal Clerks Association. Educational requirements include a high school diploma (or GED equivalent) with course work in word processing and related office procedures. A bachelor's degree in office management, public administration, political science, or general management is preferred. Graduation from a four (4) year college with Bachelor's Degree in Public Administration, business management, records management or related field. Five (5) years increasingly responsible experience as Deputy City Clerk, City Clerk or working in a City Clerk's Office.

#### **PREFERRED SKILLS**

Above all, organizational and time management skills are imperative to be effective in this role. This includes both clear and direct verbal and written communication skills and the ability to actively listen to others. The Clerk will need to be able to effectively communicate with City staff, employees, and Elected Officials as well as these counterparts outside the City in other municipalities and the county.

The Clerk must also be well-versed in Microsoft Office and document creation/revision. A thorough understanding and expertise in the English language, grammar, and professional formatting is also a necessity. The Clerk is expected to show initiative and be involved and up-to-date with new legislation in regards to records and anything that will affect procedures and policies in local government management and records maintenance.

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.

AA/EOE/DFWP

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	