

Section 5.2 - City Clerk.

The Board of Commissioners shall appoint an officer of the City, who shall have the title of City Clerk. The Clerk shall be 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.

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 Clerks (FACC), and be a certified municipal clerk through IIMC, and maintain certification in good standing.

The City Clerk shall give notice of its meetings, who shall keep the journal of its proceedings, who shall authenticate by his/her signature and record in full in a book kept for the purpose, all Ordinances and Resolutions and who shall perform other duties as shall be required by this Charter or by Ordinance.

The City Clerk, with the approval of the City Commission, may appoint Deputy Clerks who when appointed shall have such powers and authority as shall be conferred by the Board of Commissioners.

The Public Records of the City of Madeira Beach shall be in the custody of the City Clerk of said City and he shall be responsible for their safety.

The City Clerk shall be the secretary ex-officio for the Civil Service Commission.

(Ord. No. 2018-09, § 1, 8-20-2018)

State Law reference— Pubic records act, Florida Statutes ch. 119.