



CLASSIFICATION DESCRIPTION

TITLE: CITY CLERK

JOB CODE: 18 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under executive direction, the purpose of the position is to assist the city in providing highly complex and specialized administrative/secretarial support to the City Manager and City Government. Employee functions at an executive support level to provide highly accountable, confidential support to the City Manager's Office, and promote the effectiveness and efficiency of daily administrative operations. Position exhibits professionalism in communicating on behalf of the City with internal and external entities. The employee will work with considerable independence and initiative but confers with the City Attorney on unusual administrative issues. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides highly complex administrative support functions to the City Manager and City government; acts as a liaison between City Office, other departments, and outside agencies, gathering and relaying information as needed.
- Prepares City Council Agenda and Agenda Items for various meetings and workshops; coordinates agenda submittals from departments; copies and distributes packages to City Council.
- Serves as Records Management Liaison Officer to State, staff, and the general public ensuring compliance with all City, State, and Federal laws, rules, and regulations applicable to the work.
- Supervises, directs, and evaluates records personnel and activities.
- Receives written and telephone inquiries and complaints, ascertains the nature of the request, and resolves personally, or acts as liaison to the City Manager.
- Attends meetings, conferences, and briefings to document subject matter concerning amendments and developments; takes and transcribes minutes/dictation or transcribes from dictating equipment.
- Prepares the departmental budget and monitors expenditures, controls various purchasing

activities and reporting duties.

- Works collaboratively with Deputy City Clerk to ensure dissemination of information, and efficient receipt of responses and reports; arranges scheduling for meetings, interviews, and other department functions; prepares, reviews, and distributes various agendas as directed.
- Generates complex and specialized correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to the assigned department; develops and generates material for executive public speaking engagements and official correspondence; prepares agendas and assembles and distributes agenda packets.
- Receives, reviews, and prepares various reports, plans, public notices, and applications for the purpose of verifying accuracy, and ensures necessary copies of pertinent documents are made distributed.
- Research and compiles information and various data for special reports and projects.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Business Management, Records Management, or related field; supplemented by seven (7) years responsible experience in office management and executive level administrative/secretarial support functions within a similar government agency; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Certified Municipal Clerk (CMC)

Must possess a valid Florida Driver's License.

Reference Certification Master List for eligible certification pay.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure; knowledge of legal terminology applicable to the work
- Skill in taking minutes and transcribing dictation using notes or dictating equipment.
- Skill in business English, e.g., correspondence formats, spelling, punctuation, and grammar.
- Skill in intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages, and decimals.
- Skill in reading, interpreting, and composing complex correspondence, summaries, and reports in a clear and concise manner; skill in transcribing dictation using notes or dictating equipment; skill in typing.
- Ability to utilize personal computers, standard office equipment and standard software

applications, e.g., word processors, database software, spreadsheet applications.

- Skill in planning, organizing, and coordinating schedules and meetings.
- Skill in advanced administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.
- Skill in establishing and maintaining effective records maintenance and file management systems; ability to read, update and maintain various records and files.
- Skill acting as a liaison.
- Thorough knowledge of pertinent federal, state, and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Skill in establishing and maintaining effective working relationships and communications with co-workers, internal/external customers, department management and the public.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 5 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.