

CITY OF FORT PIERCE

JOB DESCRIPTION

JOB TITLE: CITY CLERK

PAY RANGE: 99

CURRENT ANNUAL SALARY: \$100,734.82

DEPARTMENT: CITY CLERK DEPARTMENT

POSITION(S): 1

EXEMPT: YES

GENERAL DESCRIPTION

Appointed by the City Commission pursuant to the City Charter. Responsible administrative position involving advanced, difficult, and technical work with no supervision.

ESSENTIAL JOB FUNCTIONS:

1. Attends all meetings of the City Commission, including regular meetings, special meetings, attorney-client sessions, and workshops. Supervises the recording and transcription of all meeting minutes. Completes administrative functions relating to documents approved at such meetings, verification of related dates, and forwards copies to numerous parties.
2. Attends all meeting of the Fort Pierce Redevelopment Agency. Supervises the recording and transcription of all meeting minutes.
3. Prepares and distributes City Commission Agenda. Prepares and distributes City Commission Agenda Packages. Receives and coordinates information packages from various departments. Prepares legal advertising for specific items submitted for the agenda.
4. Serves as custodian of official City records. Plans and directs the work involved in maintaining permanent City documents and records.
5. Supervises secretary to the Mayor and City Commissioners, duties include preparation of correspondence, proclamations, travel arrangements, and maintaining schedules for Mayor and City Commissioners as requested.
6. Supervises the City=s special events program and parks reservation program.
7. Acts as City=s Records Management Liaison Officer under the Florida Statutes. Supervises the records management activities of all city departments, providing training and support. Establishes and maintains records management program. Responsible for scheduling records for retention and/or destruction.
8. Determines annual departmental budget. Considers costs of planned programs or changes and compares to prior year=s expenditures. Supervises the purchasing of supplies and equipment.
9. Supervises all city election and referendums. Prepares candidate packages. Qualifies candidates. Receives and reviews Appointment of Campaign Treasurer forms, Designation of Campaign Depository forms, and Campaign Treasurer Report Summaries as submitted. Publishes legal notices. Arranges for polling places. Certifies election results and reports to Supervisor of Elections and Florida Department of State, Division of Elections.
10. Supervises preparation and issuance of occupational licenses, and maintains files on same. Supervises revenue recovery program for past due or unlicensed businesses.
11. Supervises contractor licensing program. Provides support to the Contractor Licensing Board by preparation of agendas, preparation and submittal of contractor license applications, and processing formal complaints against contractors. Supervises the recording and transcription of all meeting minutes.

12. Prepares and publishes legal notices. Composes letters and memoranda stemming from City Commission meetings. Attests and certifies documents. Notarizes documents. Reviews and executes contracts, agreements, deeds, easements, and related authorized documents as approved by City Commission. Preserves, files, and indexes contracts, agreements, deeds, easements, etc. to which the city is a party. Records documents as necessary.
13. Prepares ordinances and resolutions and submits to City Attorney for approval. Directs and supervises codification of ordinances. Distributes supplements and supervises updates to Code of Ordinances. Maintains City Codebook on CDs and installs same on computers throughout the City departments.
14. Supervises animal licensing program and maintains files on same.
15. Inputs records and maintains optical imaging program for research of permanent City records - minutes, ordinances, resolutions, etc.
16. Researches or supervises research on requests for information from and/or for the Mayor and City Commissioners, City Manager, City Attorney, Department Heads, and citizens on a daily basis. Prepares correspondence and packages of information obtained during research projects.
17. Maintains complete record of City vehicle titles. Responsible for acquisition of titles and registration for new vehicles and transfer of titles for vehicles which are sold or otherwise disposed of.
18. Continuously reviews correspondence and bulletins received in order to keep up with changing laws.
19. Administers oaths. Provides notary services. Attests to signatures on official documents. Custodian of the city seal, all ordinances and resolutions, and all records and papers of a general or permanent character pertaining to the affairs of the City.
20. Oversees staff of six positions - Deputy City Clerk/Administrative Assistant, License and Permit Clerks, Administrative Secretary, and Technical Assistant. Provides training as necessary.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Code of Ordinances of the City of Fort Pierce.
- Knowledge of ordinances, resolutions, policies, procedures, contracts, agreements, and other related documents of the City.
- Knowledge of legal requirements of Florida Statutes in the preparation of documents and execution of duties related thereto.
- Knowledge of Roberts Rules of Order in conducting meetings.
- Knowledge of organization, function, and activities of the municipal government.
- Knowledge of modern office methods, procedures, and office equipment.
- Ability to plan and supervise the work of subordinates.
- Ability to accurately prepare and report Commission actions.
- Ability to prepare correspondence and reports as needed.
- Expertise in establishing and maintain effective working relationships with City officials, employees, and the general public.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma, supplemented by college level course work in business or public administration. Extensive experience in public administration, including experience in local government.

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications.)

LICENSE, CERTIFICATIONS, OR REGISTRATIONS

Certified Municipal Clerk (To be obtained within four (4) years 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

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

SUPERVISION OF EMPLOYEES

This position supervises a staff of six (6) employees.

Revised 1-03-05