

CITY OF FORT PIERCE

JOB DESCRIPTION

JOB TITLE: CITY CLERK

PAY RANGE: 95

SALARY RANGE: \$89,864 – \$200,266

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.

ESSENTIAL JOB FUNCTIONS:

AGENDAS AND MEETINGS:

1. Arranges and attends all meetings of the Fort Pierce Redevelopment Agency (FPRA) and City Commission, including regular meetings, special meetings, attorney-client sessions, and workshops.
2. Supervises the recording, transcription and permanent filing of all City Commission and FPRA meeting minutes. Completes administrative functions relating to documents approved at such meetings, verification of related dates, and forwards copies to appropriate parties.
3. Coordinates, prepares, distributes and publishes FPRA and City Commission Agendas and agenda related information.
4. Prepares all required legal advertising for items submitted for the agenda.
5. Prepares ordinances and resolutions in coordination with City Manager, City Attorney and Departments.
6. Directs and supervises codification of ordinances and distribution of all supplements.
7. Composes letters and memoranda stemming from City Commission meetings. Notarizes, attests and certifies documents. Reviews and executes contracts, agreements, deeds, easements, and related authorized documents as approved by City Commission.
8. Preserves, files, and indexes contracts, agreements, deeds, easements, and other documents to which the city is a party.

CITY BOARDS AND COMMITTEES:

1. Coordinates the appointment process and maintains all records of appointments of city Boards and Committees.
2. Files annual state reports of committee membership as required.
3. Oversees the proper filing of financial disclosure statements as required.

OFFICIAL CITY RECORDS:

1. Serves as Custodian of official City records overseeing the comprehensive public record plan and program.
2. Serves as City's Records Management Liaison Officer under the Florida Statutes. Supervises the records management activities of all city departments, providing training and support.
3. Establishes and maintains Records Management Program.
4. Files annual reports of document destruction as required under Florida law.

5. Coordinates among departments the production of all documents in response to public record requests in a timely manner.
6. Updates and maintains optical imaging program for research of permanent City records - minutes, ordinances, resolutions, and other documents.
7. Custodian of the official city seal, all ordinances and resolutions, and all records and documents of a general or permanent character pertaining to the affairs of the City. Administers oaths, provides notary services and attests signatures on official documents.
8. Collects fees for animal licenses.
9. Responsible for titles and registrations for all city vehicles which are acquired, transferred, sold or otherwise disposed.

CITY ELECTIONS:

1. Serves as the City's Supervisor of Elections for all city elections and referendums.
2. Prepares candidate packages and qualifies candidates.
3. Receives and reviews all election forms and filings.
4. Certifies election results and reports to Supervisor of Elections and Florida Department of State, Division of Elections.

BUSINESS NAVIGATOR:

1. Works with the St. Lucie County Economic Development Council and Chamber of Commerce to ensure business issues, concerns and impediments are properly addressed, considered and resolved.
2. Coordinates with city and county departments to identify, address and resolve development related issues.
3. Investigates, responds and resolves business complaints and questions related to permitting and development procedures.
4. Develops and maintains a Development Review Guide to assist businesses navigate city processes and procedures and understand other agency requirements.
5. Interacts with businesses to resolve any issues related to city government.

BUSINESS TAX RECEIPTS:

1. Supervises preparation and issuance of business tax receipts (formerly called occupational licenses).
2. Insures proper state licensing of each business upon issuance of business tax receipt and subsequent years at renewal.
3. Monitors, understands and implements city procedures necessary to reflect new laws regarding the issuance of business tax receipts and required state licensing.
4. Work with Code Enforcement Department to collect past due business tax receipts and identify unlicensed businesses.

CONTRACTOR LICENSING:

1. Supervises the application and issuance of all contractor licensing, both new and renewals.

MAYOR AND CITY COMMISSION SUPPORT:

1. Provides administrative support to the Mayor and City Commissioners, including preparation of correspondence, proclamations, travel arrangements, maintaining public records, and coordinating schedules.

2. Receives citizen complaints and questions, investigates and attempts to resolve issues on behalf of the Mayor and City Commissioners.

DEPARTMENTAL OVERSIGHT:

1. Develops and manages annual city clerk and commission departmental budgets. Determines costs of planned programs or changes. Supervises the purchasing of supplies and equipment.
2. Supervises Deputy City Clerks.
3. Provides atmosphere and opportunities for professional growth and development.

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 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.
- Ability to establish and maintain effective working relationships with City officials, employees, other government officials and the general public.
- Ability to effectively communicate orally and in writing.

EDUCATION AND EXPERIENCE

Bachelor's Degree (Masters Preferred) in Public/Business Administration or related field. At least 5 years' experience in Public or Business Administration.

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

LICENSE, CERTIFICATIONS, OR REGISTRATIONS

Florida Certified Municipal Clerk (To be obtained within four (4) years of appointment)
Florida Notary Public

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)

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 at least three (3) employees.

Revised June, 2021