

Employment Opportunity



City Of Dunedin

750 Milwaukee Avenue, Dunedin, FL 34698

727/298-3040 Phone

727/298-3047 Job Line

<http://www.dunedingov.com>

Position: City Clerk - #12141-1

Persons eligible to apply: All who meet the minimum qualifications

Department/Division: City Clerk (Charter Official)

Status: Regular Full Time – Exempt Position

Salary Range: \$52,121 - \$75,577 (negotiable) – GR24

Summary:

Under administrative direction, manages and supervises the activities and personnel of the Department of the City Clerk efficiently and effectively within the boundaries established by Florida state statutes, the City Charter, the City's Code of Ordinances and budget guidelines. Performs related work as directed. Reports to the City Commission.

Must become a City of Dunedin resident no later than 2 years from date of hire.

Minimum Qualifications:

- ✓ Bachelor's degree in Business Administration or related field.
- ✓ Minimum of five years of municipal experience, two of which have been in a supervisory capacity.
- ✓ An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.
- ✓ Requires certification as a Municipal Clerk.
- ✓ Valid Florida Drivers License.
- ✓ Must be available to attend night time meetings.
- ✓ Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another.

Complete Job Description Is Available For Review

Accepting applications until position is filled.

EOE m/f/d/v Drug/Smoke Free Workplace