

City of Dunedin, Florida
Class Description

JOB TITLE: Deputy City Clerk
Department of the City Clerk

GENERAL STATEMENT OF JOB

Under limited direction, performs administrative, supervisory and complex clerical work to support the City Clerk in the efficient and effective management of the Department 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 Clerk.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Assists with the administration of the activities of the Department of the City Clerk, while ensuring compliance with Florida state statutes, the City Charter, the City's Code of Ordinances and budget guidelines.

Supervises the Mail Clerks and assists in supervising the other department personnel; supervisory duties include instructing; assigning and reviewing the work of others; maintaining standards; selecting new employees; acting on employee issues; and recommending employee discipline.

Assists in the development and implementation of the Department's goals, objectives, policies, procedures and work standards.

Administers the Board and Committee Program for vacancies, term limits and citizen appointments by City Commission.

Performs the duties of the City Clerk in his/her absence or as otherwise required.

Assists with coordinating City Commission agenda processes to include preparation, assembly, distribution and website e posting.

Attends City Commission meetings and board meetings as assigned; records proceedings, minutes, motions, votes and actions.
Manages projects/programs as required (i.e. Citizens Academy)

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Prepares documentation for City elections and assists City Clerk in the administration thereof.

Oversees the sale of Dunedin Cemetery plots; coordinates burials with funeral homes and the Parks Department; maintains burial records.

Composes and prepares proclamations and awards.

Compiles data for and prepares a variety of records and reports as required.

Assists with preparing and tracking legal notices and advertisements for meetings, hearings and ordinances.

ADDITIONAL JOB FUNCTIONS

Performs routine office/administrative duties, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, opening and distributing mail, etc.

Performs notary services for City staff.

Researches official City records as requested.

MINIMUM TRAINING AND EXPERIENCE

Requires a minimum of four years of progressively responsible administrative duties in an office setting.

Prefer administrative experience in the public sector.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.

SPECIAL REQUIREMENTS

Designation as Certified Municipal Clerk (CMC) or the ability to obtain within 3 years from date of hire.

Designation as Notary Public or ability to obtain within 60 days of hire.

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Must possess a valid Florida driver's license.

Requires 2 years of supervisory experience.

Requires regular attendance at evening meetings.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Deputy City Clerk. Has knowledge in the areas of public administration, record-keeping, municipal planning, zoning, judicial proceedings, etc. Has knowledge of supervisory methods and practices. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to read and interpret moderately complex materials pertaining to the responsibilities of the job. Has the ability to assemble and analyze information and make written reports and records in an articulate, concise, clear and effective manner. Has the ability to establish and maintain accurate and complete records. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak, write and understand the English language in a clear and articulate manner.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to research, summarize and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to the aforementioned activities.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Must possess tact, diplomacy and excellent interpersonal skills.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, typewriter, copier, calculator, telephone.

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Verbal Aptitude: Requires the ability to articulate clearly and use a variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require the ability to utilize principles of fractions and/or to interpret graphs. Requires the mathematical ability to handle required calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership. Has the ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution. Includes the ability to take the initiative to complete the duties of the position without the need of direct supervision.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: 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; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

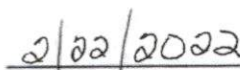
Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive Visual Display Terminal (VDT) exposure.

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



Rebecca C. Schlichter, City Clerk



Date