

City of Dunedin, Florida
Class Description

JOB TITLE: City Clerk
Department of the City Clerk

GENERAL STATEMENT OF JOB

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.

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.

Manages and supervises the activities of the Department of the City Clerk efficiently and effectively, ensuring compliance with Florida state statutes, the City Charter, the City's Code of Ordinances and budget guidelines.

Supervises the operation of the City Clerk's Department; assigns workloads and establishes work schedules; directs and supervises duties of technical and clerical staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving employee transfers, promotions, discipline, discharge and salary increases.

Serves as the City's election official in accordance with established policies and procedures.

Develops policies and procedures designed to increase effectiveness of Commission meeting process.

Oversees preparation of City Commission agenda packets including coordination and review of material.

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Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Oversees City's municipal code, ensuring proper ordinance codification.

Supervises City's records management program, including archiving and destruction of documents.

Conducts Board and Committee Program for City Commission.

Develops and administers department budget; monitors and approves expenditures.

Prepares public notices regarding City Commission meetings; attends Commission meetings and ensures the maintenance of accurate and complete records and minutes of proceedings.

Ensures the maintenance of accurate and complete board and committee meeting records.

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

Attests all City contracts and agreements.

Signs and affixes City seal to official documents.

Administers oaths to City servants.

Maintains the records of the city-owned cemetery.

Supervises courier service to City facilities, outgoing mail and distribution to Commission and City boards.

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.

Provides notary service as needed.

Performs related duties as required.

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MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in public administration, political science or related field with five years of experience in the public sector.

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

SPECIAL REQUIREMENTS

Certification as a Municipal Clerk.

Must possess a valid Florida driver's license.

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 City Clerk. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of public administration, record-keeping, municipal planning, zoning, judicial proceedings, etc. Has the ability to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Has the ability to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Has the ability to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to perform employee evaluations and to make recommendations based on results. Has the ability to make sound, educated decisions. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. Has the ability to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. 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. Has the ability to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the

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essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

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

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive and/or advisory data and information. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

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

Functional Reasoning: Requires the ability to apply principles of logical functions. Has the ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Requires the ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

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

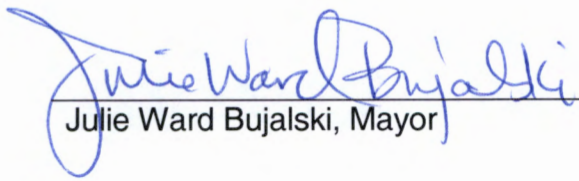
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the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

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.


Julie Ward Bujalski, Mayor


Date