

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Deputy City Clerk**  
Department of the City Clerk

**GENERAL STATEMENT OF JOB**

Under general 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 in managing and supervising the activities of the Department of the City Clerk, ensuring compliance with Florida state statutes, the City Charter, the City's Code of Ordinances and budget guidelines.

Supervises the Senior Administrative Assistant and assists in supervising the other department personnel; supervisory duties include instructing; assigning and reviewing work of others; maintaining standards; selecting new employees; acting on employee problems; 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 citizen appointments by City Commission.

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

Coordinates, prepares and distributes Commission agendas.

Attends Commission and board meetings as assigned.

## **Deputy City Clerk, Department of the City Clerk**

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

Oversees the sale of Dunedin Cemetery property; 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.

### **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 to City staff.

Researches official City records as requested.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a minimum of three to five years of responsible administrative 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 Deputy City Clerk. Is knowledgeable in the laws, ordinances, standards and regulations

## Deputy City Clerk, Department of the City Clerk

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 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 a 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 and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

**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.

**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.

**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

**Deputy City Clerk, Department of the City Clerk**

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.*

  
Denise M. Kirkpatrick, City Clerk

  
Date