



CITY CLERK
FLSA: Exempt

Grade: 41 \$100,907.69 - \$161,452.28

GENERAL DEFINITION

The purpose of the City Clerk's position is to facilitate and provide support services to the City Commission at the direction of the City Manager. The City Clerk is the records liaison officer and is responsible for adhering to state law in maintaining and managing the City's public records. This position is also responsible for intergovernmental relations, city-wide marketing and branding, and serving as the legislative affairs and lobbyist liaison. The City Clerk is the municipal elections officer and adheres to Florida Statutes and the City Charter in overseeing the City's elections.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages the Clerk's staff by assessing and distributing tasks and workload; delegates and adjusts workload as may be necessary according to demands and priorities.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Supervises and manages the City's biennial and special elections in accordance with Florida Statutes and the City Charter as such relates to municipal elections; maintains the elections process under penalty of law.
- Coordinates the processing and publishing of the City Commission's bi-weekly and special meeting agendas.
- Coordinates and manages the City's public and permanent records; orders disposition of records having met retention and allocates resources for maintenance and control of records.
- Manages the processing for various formats for maintaining public records such as electronic, imaging, microfilming, and hard copy documents.

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- Provides technical support for programs and systems that are required to perform departmental functions.
- Attends all Commission meetings for the purpose of recording meeting minutes; ensures the effective conduct of meetings through staff assigned to audio and visual setup.
- Publishes legal notices for all public hearings before the Commission and various boards; posts notices of meetings and special meetings.
- Coordinates and manages the production of the City's information channel and publication of the City's newsletter.
- Performs other general marketing, branding and public relations activities for the City.
- Performs certification and recording on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions and contracts, easements, deeds, bonds or other documents requiring City certification.
- Ensures areas of responsibility are performed within budget; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the municipal form of government and the general process of City Commission meetings and municipal elections.
- Substantial knowledge of modern office practices, including the utilization of the personal computer.
- Substantial knowledge of the legal requirements and procedures involving the custody and maintenance of official records, reports and documents.
- Comprehensive knowledge of the agenda process.
- Ability to supervise the work of clerical staff and the ability to present information effectively, either orally or in writing.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

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MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree in Business Administration, Public Administration, or related field; supplemented by five (5) years of office management or public administration experience. Associate's degree and 5 years of office management or public administration experience.

PREFERRED

Certified Municipal Clerk or Master Municipal Clerk
1-year City Clerk or Deputy City Clerk experience

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

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A review of this position has excluded marginal functions of the position that are incidental of the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

I have read and acknowledge receipt of the job classification.

Employee signature

Date