



**DEPUTY CITY CLERK**  
**FLSA: Exempt**  
Grade 26 \$48,538.32 - \$77,661.31

**GENERAL DEFINITION**

Performs highly responsible and advanced administrative support work assisting the City Clerk in developing, maintaining, and managing the custody of official records and related municipal systems. This position is responsible for attending City Commission meetings for the purpose of recording the actions of the Commission and to coordinate the set up of electronics technologies utilized during meetings. Prepares routine to moderately complex reports and other documents as directed. Responds to public records inquiries and assists with the management and supervision of administrative support personnel in the unit. Provides direct advisement and assistance to the Clerk.

**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.

- Assists the City Clerk in agenda preparation, preparation of meeting minutes and finalizing meeting documents for execution.
- Attends City Commission meetings to assist with meeting facilitation.
- Prepares Commission Chambers for meetings by testing all equipment, preparing audio and video media, and ensuring the Commissioners have all necessary items.
- Assists in the day-to-day management and operation of the Office of the City Clerk.
- Assists the City Clerk in directing, coordinating, and supervising staff; monitoring, delegating, and distributing employee workloads as may be necessary.
- Prepares and distributes all public notifications as required by policy or law, including transmitting public advertisements to the newspaper, mailing notifications to property owners, and posting public information notices and agendas at City Hall.
- In cooperation with other departments, disseminates information to the public through the use of a variety of public communication vehicles.

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- Coordinates information and billing for Public Records Requests; maintains Procedural Manual for the City Clerk's office duties and responsibilities.
- Coordinates the activity of the various City Boards, including the application process, current member information, meeting schedules, and member notifications.
- Oversees the preparation and distribution of monthly/annual meetings and agenda calendars for the Commission and City Board meetings, advertisements, elections and agendas.
- Creates and maintains logs for effective tracking of all documents, packages, subpoenas, advertisement requests, etc., handled or processed by the City Clerk's office.
- Distributes Codebook supplements to City staff and subscribers; coordinates the updating of Code of Ordinance books on a quarterly basis.
- Administrative support for City elections, including poll-worker recruitment and education, monitoring of polling locations, equipment transportation, and preparation of materials.
- Assists in the recording and maintenance of official City records; provides notary public services for City documents.
- Performs the duties and responsibilities of the City Clerk, as required at the direction of the City Clerk, or in the absence of the City Clerk.
- Exercises diplomacy in dealing with elected officials, the general public, and co-workers.
- Provides optimal public service to all customers of the Office of the City Clerk, including elected officials, the general public, professionals, other government agencies, and coworkers.

**KNOWLEDGE, SKILLS & ABILITIES**

- Substantial knowledge of the Manager/Council form of government and the general process of City Commission meetings and municipal elections.
- Substantial knowledge of modern office practices, with emphasis on computer literacy and word processing, filing systems, indexing, and public records management.
- Substantial knowledge of the local, statutory meetings and related regulatory standards governing the municipal public records function.

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- Substantial knowledge of business English, spelling, grammar, format, diction and style applied to public records recording.
- Ability to establish and maintain effective records maintenance and file management systems.
- Ability to work independently under limited supervision on moderately complex tasks.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Associate's degree with 2 years of high-level administrative support experience. 1 year of experience in a City Clerk's office preferred. Proficient in Word, familiar with Excel. Must complete the certification for a Municipal Clerk within 4 years of appointment.

**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 lightweight (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 communication ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job

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classification.

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Employee signature

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Date