



TOWN OF SURFSIDE DEPUTY CLERK

DEPARTMENT: TOWN CLERK

EXEMPT

GENERAL DESCRIPTION:

Performs specialized clerical work for the office of the Town Clerk. Assists the Town Clerk in developing, planning, organizing and managing the Office of the Town Clerk. Work is performed under the administrative direction of the Town Clerk.

ESSENTIAL JOB FUNCTIONS:

1. Performs specialized secretarial and administrative work as directed by the Town Clerk.
2. Provides assistance and support to Town Boards, Committees and Sub-committee meetings by assisting with meeting attendance, meeting recording and transcription of minutes.
3. Attends all Commission meetings and performs the transcription of those meetings.
4. Prepares the Chambers for all Boards and Committee Meetings.
5. Prepares Town Boards, Committee and Sub-committee meeting agenda and materials for distribution with staff liaison collaboration and ensure that all Boards and Committee appointments are updated.
6. Posts Town Boards, Committee, Sub-committee meetings notice pursuant to Ch. 286 F.S. and procedures established by the Office of the Town Clerk
7. Disseminates information to Town Boards, Committee and Sub-committee members and their staff liaison.
8. Maintains and manages all advisory board records.
9. Assists Town Clerk with coordination of agenda documents including scheduling of Town Commission, Town Boards, Committee and Sub-committee meetings.
10. Assists in processing of all lobbyist registrations. Ensures all registrations are entered in the database and are up to date.
11. Assists the Town Clerk in the preparation and administration of the annual departmental budget.
12. Processes Financial Disclosure Forms and other required forms for Boards and Committee members.
13. Assists the Town Clerk with the management and retention of public records.
14. Assists with responding and tracking of public records requests.
15. Assists with the processing of proposals / bids received in response to public solicitation.

17. Assists Town Clerk in the management of the election process.
18. Maintain and Manage all Town contracts and agreements.
19. Responsible for all the activities of the Office of the Town Clerk in the absence of the Town Clerk.
20. Responds to or prepares responses to the public, including providing copies of documents.
21. Provides assistance to all Town residents and businesses or other organizations requesting information and/or data.
22. Answers calls for the Office of the Town Clerk.
23. May function in any emergency management role or capacity in the ICS to include: Logistics, Operations, and Planning.
24. Performs other related duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the ordinances, policies and procedures of the Town.
- Knowledge of modern management practices and principles.
- Knowledge of archives and records management laws, systems and technology.
- Knowledge of election laws.
- Knowledge of Microsoft Office software, particularly Excel, Word, and Power Point.
- Knowledge of public relations principles and practices.
- Knowledge and skill in evaluating and establishing written policies and procedures.
- Skill in interpersonal relations.
- Ability to input and retrieve data via computer.
- Ability to access needs and prioritize them.
- Ability to motivate staff.
- Ability to prioritize projects.
- Ability to train employees and subordinates in the area of assignment.
- Ability to establish and maintain effective working relationships with Town Officials, department directors, other Town employees, professional groups / organizations and the general public.
- Ability to communicate in writing and orally.
- Ability to deal with a variety of individuals and groups.
- Ability to exercise good judgement in making decisions in conformance with laws, ordinances, relations, and policies.
- Must have strong customer service skills.
- Must be a self-starter.

EDUCATION AND EXPERIENCE:

Associate (A.A.) Degree in Business, Public Administration or related fields. Supplemented by three (3) years' experience in progressively responsible related governmental administrative work prior work in a municipal clerk's office. Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) certification preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation (through International Institute of Municipal Clerks) and Florida Notary Public desirable.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Ability to lift up to 45 pounds.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: New 12/15/2016; 3/18/2019; 1/20/2021; 12/15/2023

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature:  _____