



TOWN OF SURFSIDE TOWN CLERK

DEPARTMENT: TOWN CLERK

EXEMPT

GENERAL DESCRIPTION:

A supervisory and specialized senior management position, responsible administrative for all the activities in the Town Clerk's office. Work is performed under the administrative direction of the Town Manager.

ESSENTIAL JOB FUNCTIONS:

1. Attends all Town Commission meetings, Commission Special Meetings and Workshops.
2. Provides assistance during the meetings, if needed, with procedural matters, motions, and vote (s) tabulation (s).
3. Serves as the custodian of public records.
4. Responsible for registering lobbyist, collecting annual renewal fees, and annual reporting requirements as outlined in the Town Code.
5. Processes and maintains all official Town documents and records; recording of actions by the Town Commission.
6. Supervises the preparation and indexing of minutes.
7. Coordinates agenda, documents and provision of liaison including scheduling of commission meetings and public notices.
8. Answers citizens' questions and complaints.
9. Prepares and conducts municipal regular and special elections.
10. Prepares reports and maintains various files. Directs record management functions. Maintains Town's property files.
11. Supervises Advisory Boards & Committees. Schedules staff support, if needed.
12. Collects and organizes Town records for manageable access when needed.
13. Supervises Office of the Town Clerk staff.
14. Responds to all public information requests.
15. Maintains all Town contracts and agreements.
16. Accesses, inputs and retrieves information from a computer.
17. Attends and conducts bid openings and processes information. Receives bids on projects and purchases.
18. Supervises and processes all resolutions and ordinances and indexes for same.
19. Prepares Department's annual budget.
20. Receives and processes Town council correspondence, surveys, and notices.
21. Posts all notices according to State Law and meeting agendas as required
22. Assists with Special Master process, if needed.

23. Conducts Annual Evaluation of employees under the supervision of the Town Clerk.
24. May function in any emergency management role or capacity in the ICS to include, Logistics, Operations, and Planning.
- 25.
26. 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:

- Extensive knowledge of the principles and practices of office management.
- Extensive knowledge of State, City, and County election laws, procedures and other pertinent laws.
- Thorough knowledge of the Town of Surfside Code.
- Knowledge of the principles and procedures used in budget preparation, justification, monitoring and reporting.
- Thorough knowledge of municipal government operations, particularly as they relate to Mayor/Commission/Town Manager and Town Clerk activities.
- Knowledge of the ordinances, policies and procedures of the Town.
- 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.
- Ability to plan and direct work of assigned employees.
- Ability to exercise good judgment in making decisions in conformance with laws, ordinances, regulations, and policies.
- Ability to supervise a staff of subordinates in the area of assignment.
- Ability to establish and maintain effective working relationships with Town Officials, department directors, other employees, professional groups / organizations and the general public.
- Ability to input and retrieve data via computer.
- Ability to access needs and prioritize them.
- Ability to motivate staff.
- Ability to communicate in writing and orally.
- Ability to deal with a variety of individuals and groups.
- Must have strong customer service skills.
- Must be a self-starter.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Public or Business Administration, or a related field and five (5) year responsible experience in records management with a minimum of four (4) years in a supervisory position; or an equivalent combination of education and experience. Municipal Clerk and/or Records Management certification and experience are highly desired.

(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 or (through International Institute of Municipal Clerks) and Florida Notary Public required.

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.

ENVIRONMENTAL CONDITIONS:

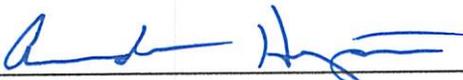
- Works inside in an office environment.

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

Revision History: 3/18/2008; 5/5/2008; 2/24/2009; 4/10/2012; 12/15/2016; 1/20/2021

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:  _____