

City of DeFuniak Springs

71 US Highway 90 West
Post Office Box 685
DeFuniak Springs, FL 32435



Phone: 850-892-8500
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JOB NOTICE CITY CLERK – ADMINISTRATION DEPARTMENT

Post Date: May 15, 2019

Close Date: May 31, 2019

FLSA Status: Non-Exempt

Starting Pay Range: 42,000 - 52,000 DOQ

Job Summary:

To perform all of the duties of City Clerk as provided by Florida Statutes, so that the city's administrative and financial operations progress in an efficient, orderly, and lawful manner. Typical work schedule will be Monday through Friday from 8:00 a.m. till 5:00 p.m. Subject to attend required city meetings beyond typical work schedule. Subject to be called in on a holiday or during an emergency situation.

Essential Job Functions:

- Maintains official minutes, ordinances, and resolutions.
- Acts as custodian of the city's seal and records and also signs official papers for the City.
- Prepares all agendas and packets for council meetings and workshops, advisory committee meetings, Planning Board meetings, Cemetery Board meetings, and other public meetings held by the city.
- Attends all council meetings and workshops, advisory committee meetings, Planning Board meetings, Cemetery Board meetings, and other public meetings held by the city.
- Takes minutes for all council meetings and workshops, advisory committee meetings, Planning Board meetings, Cemetery Board meetings, and other public meetings held by the city; prepares minutes for Council and Board approval and makes corrections as directed by the council or board.
- Attests to official documents of the city including agreements, contracts, leases, minutes, ordinances, and resolutions.
- Posts and publishes notices, ordinances and resolutions as required.
- Ensures proper maintenance and storage of all official City Election records.
- Identifies the Canvassing Board members, and ensures the canvassing board members, the Election Committee members, and poll workers are scheduled on the city council agenda for approval.
- Assists the Supervisor of Elections office in setting the key election dates (book closing, qualifying period, absentee voting, election day, runoff election day), pre-qualifying, qualifying, candidate needs, ordering ballots, ordering envelopes, and any other needs that may require a City official.
- Prepares and distributes notices of public meetings or cancellation of public meetings and Public Service Announcements.
- Publishes all required legal notices in the official newspaper of the city within the appropriate time requirements dictated by law.
- Sends updates to Municipal Code and distributes supplements, as needed.
- Updates contact, term and election information for Council on website.
- Acts as public records custodian.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

Required Qualification(s):

Graduation from a standard high school or GED obtained. A progressively demonstrated skill of at least five (5) years experience and aptitude for performing responsible clerical work. Must be proficient in Microsoft Office computer programs. Requires a valid driver license. Must be bondable in the sum approved by the city council.

Preferred/Desirable Qualification(s):

An Associate's Degree and/or Municipal Clerk certification. Prior governmental experience. A preferred typing speed of 35 w.p.m. or better.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

Applications and a complete job description may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. We consider applicants for all positions without regard to race, color, national origin, gender, age, disability, marital status, religion, or any other legally protected status.

CITY OF DEFUNIAK SPRINGS

A handwritten signature in black ink that reads "Mell Smigielski".

Mell Smigielski
City Manager

City of DeFuniak Springs – City Clerk

FLSA STATUS: Non-Exempt
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Administration
REPORTS TO: City Manager

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ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

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- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Microsoft Office programs.
- Knowledge of personal computers and of modern office practices and procedures.

- Skilled with the qualifications to become a Certified Municipal Clerk (CMC) and eventually a Master Municipal Clerk (MMC). Certification can be obtained through the International Institute of Municipal Clerks.
- Ability to communicate effectively verbally and in writing with the public, employees, department heads, other governmental agency representatives, and City officials.
- Ability to work harmoniously with a diversity of individuals both inside and outside the city offices.
- Ability to type and take dictations.
- Ability to meet multiple deadlines and possess strong organizational skills, including attention to detail.
- Ability to work under pressure with frequent interruptions.
- Ability to travel occasionally for meetings, training, or career development.
- Ability to obtain Florida Notary of the Public.

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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands:

Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Requires use of hand/fingers to handle, feel, and operate objects, tools, or controls such as keyboard; and reach with hands and arms. Specific vision abilities require close vision and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to lift and/or move up to twenty-five (25) pounds. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Occasionally required to stand, walk, stoop, kneel, and crouch.

Work Environment:

Typical work environment will be in an office setting. The noise level is usually quiet to moderate. Occasionally exposed to outdoor weather. Requires occasional travel representing the city at meetings, in various professional associations, or for training and career development.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____