



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: City Clerk
DEPARTMENT: City Manager Office
DIVISION: City Clerk
SUPERVISED BY: City Manager

JOB SUMMARY/OVERVIEW OF THE POSITION: The City Clerk is the official, legally accountable custodian of City records. This position is responsible for creating, coordinating, and maintaining permanent records of City Council actions, preparing reports, documents, and agenda packets, and ensuring legally required City Council processes are followed. The City Clerk provides oversight of municipal elections, responds to public inquiries, and serves as a high-level administrative support to the City Manager. Independent judgment, discretion, and professionalism are essential. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed. This position may act as City Clerk in his/her absence.

ESSENTIAL JOB FUNCTIONS:

- Custodian of official City records and public documents; certifies and records legal documents, ordinances, resolutions, contracts, deeds, bonds, and other documents as required.
- Attends regular and special City Council meetings; accurately records, transcribes, and prepares minutes with proper legislative terminology.
- Prepares and advertises meeting agendas, public notices, and bid advertisements; prepares agenda packets and supporting materials.
- Drafts resolutions, ordinances, proclamations, correspondence, and reports.
- Assists in coordinating City elections with the Hernando County Supervisor of Elections.
- Maintains and updates the City Charter, Code Book, and records of Council actions.
- Oversees City Advisory Board/committee files, appointments, attendance, and minutes.
- Administers oaths of office and serves as a notary public.
- Provides public records and information to citizens, media, and civic groups in accordance with City policy.
- Ensures deeds for City properties are submitted for tax-exempt status.
- Updates and maintains City website content.
- Manages Deputy City Clerk and oversees workflow, training, and development.
- Coordinates special public events and makes presentations to boards, commissions, civic groups, and the public.
- Oversees the City's Records Management Program.
- Ensures work is performed safely, diligently, and independently.

Physical Requirements:

- Constant use of hands, arms, legs, voice, and sight (correctable).
- Frequent stretching, bending, squatting, walking, light lifting (up to 15 lbs), medium lifting (up to 30 lbs).
- Ability to drive a motor vehicle safely.

Technical Skills & Expertise:

- Knowledge of municipal codes, ordinances, and laws.
- Familiarity with Council Rules of Order (Roberts Rules).
- Knowledge of modern records retention and public records management.
- Skilled in transcribing accurate minutes and preparing reports.
- Ability to analyze, interpret, and compile data.
- Strong organizational and prioritization skills; ability to multitask.
- Effective oral and written communication skills; public speaking ability.
- Advanced proficiency with Microsoft Office, web-based applications, and payroll/reporting systems.

Work Environment:

- Primary work indoors in administrative office; occasional work in vehicles or other community facilities.
- Work alone and with others; occasional overtime/weekend work required.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (with or without corrective device), good hearing (with or without corrective device), ability to lift and load 35lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor's degree in public or business administration or related field preferred.
- Minimum of five (5) years of progressively responsible experience as a City Clerk, Deputy City Clerk, or related role.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and recordkeeping systems.

Licenses & Certifications:

- Valid Florida driver's license and insurable by the City.
- Eligible to serve as a Notary Public in Florida.
- Certified Municipal Clerk preferred, or ability to attain within three (3) years.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: See current pay scale