



# CITY OF BROOKSVILLE

## JOB DESCRIPTION

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

**JOB SUMMARY/OVERVIEW OF THE POSITION:** The Deputy City Clerk performs advanced administrative, clerical, and records management functions to support the City Clerk's Office and ensure compliance with applicable laws, regulations, and City policies. This position assists with agenda preparation, public records requests, minutes, legal notices, and municipal elections. The Deputy City Clerk may also provide functional oversight of the Records Coordinator, ensuring compliance with records retention, storage, and destruction requirements. Work requires a high degree of accuracy, confidentiality, attention to detail, and professionalism. 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:**

- Assists in preparing City Council agendas, packets, and minutes in accordance with Florida Statutes and City policy.
- Records and transcribes minutes of City Council meetings, workshops, and hearings.
- Assists with municipal election coordination in partnership with the Supervisor of Elections.
- Drafts, edits, and processes official correspondence, public notices, ordinances, resolutions, and contracts.
- Responds to and processes public records requests in compliance with Florida's Public Records Law (Chapter 119, F.S.).
- Maintains official City records, including ordinances, resolutions, contracts, deeds, and historical documents.
- Provides guidance and functional oversight to the Records Coordinator in carrying out the City's records management program.
- Assists with the codification of ordinances and the maintenance of the City's Code of Ordinances.
- Ensures compliance with records retention schedules and coordinates destruction of records in accordance with State law.
- Maintains confidential information with discretion.
- Provides general support to the City Clerk in all assigned functions.
- May serve as Acting City Clerk in the absence of the City Clerk.
- Performs receptionist duties for City Hall as needed, greeting the public and directing inquiries.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong organizational skills with ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other software applications.
- Ability to analyze and interpret data and prepare clear reports.
- Ability to exercise discretion, maintain confidentiality, and use sound judgment.
- Ability to analyze reports, data, and policies, and apply findings effectively.
- Skill in establishing and maintaining cooperative working relationships.
- Ability to supervise and provide direction to support staff when assigned.

**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:**

- Associate’s degree in Public Administration, Business Administration, or related field; Bachelor’s degree preferred.
- Minimum of three (3) years of progressively responsible administrative or records management experience; municipal or government experience preferred.
- Experience in agenda preparation, records management, or election support strongly preferred.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:** Valid Florida Driver’s License – Class E.

***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.*

<p><b><u>HR INFORMATION</u></b></p> <p><b>FLSA STATUS: Exempt</b>  <b>PAY GRADE: See current pay scale</b></p>	<p><b>REVISION DATE: 10/2025</b></p>
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