

# ***City of Brooksville***

## **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>DEPUTY CITY CLERK</b>
<b>DEPARTMENT:</b>	<b>CITY MANAGER'S OFFICE</b>
<b>SUPERVISED BY:</b>	<b>CITY MANAGER</b>

**POSITION SUMMARY:** Highly responsible administrative and clerical support position responsible for preparing, processing and retaining official City minutes, records, contracts/agreements, documents, public records and files as required by Florida laws, regulations, administrative rules and City Charter, codes, ordinances, policies and practices. Interacts directly with City officials, City Manager, City Clerk, co-workers and the public. Employee is responsible for assisting the various appointed City boards and committees and recording actions of same. Serves as Acting City Clerk in the absence of the City Clerk as directed by the City Manager. Primary functions are directed through and supervised by City Manager.

### **ESSENTIAL JOB FUNCTIONS:**

- Prepares, transcribes, records and maintains minutes for City Council and other City appointed board meetings/workshops. Aids and assists the City Clerk in official proceedings of the City Council/City boards/administration. Attends official meetings, hearings or workshops in the absence of the City Clerk or as required to record actions taken. Prepares the Council Chambers prior to meetings and handles disassembly after meeting.
- Implements, manages and maintains a records management system addressing inventory, retention, destruction and filing and indexing systems of City records that complies with State and Federal requirements. Ensures the security and preservation of records in storage. Works closely with departmental representatives to review records and generate destruction notifications. Prepares, maintains, and organizes the legislative records of the City Council and the administrative records of the City, files, correspondence and documents of paper and/or electronic media for archiving/imaging/destroying official records of permanent/non-permanent records and in compliance with State and Federal requirements.
- Processes and responds to public and inter-departmental inquiries or records requests; coordinates public records requests with the City Clerk.
- Manages and maintains City contracts and agreements, overseeing renewal/expiration, insurance compliance, performance standards. Works with departments to assure compliance and proper renewal/replacement upon expiration. Assures insurance documents are maintained, current and on file.
- Prepares, coordinates and oversees City requests for bids, proposals, or qualifications, including preparation of special instructions/conditions, description of services/minimum technical specifications and bid packets; preparation and placement of advertisements and City website posting; distribution of bid packets/information to vendors in conjunction with departments; receives sealed bid documents; conducts formal, public bid opening checking each for compliance with bid request and compiles list of bidders; and prepares minutes from bid opening for inclusion in bid award by the City Council. Maintains and returns bid bonds.
- Prepares and maintains records of appointed members, meeting attendance and filed minutes of City boards/committees, as appointed by the City Council. Prepares and disseminates

correspondence related to boards/committees, including attendance, term expirations and vacancies.

- Attests to legal documents executed on behalf of the City in the absence of the City Clerk and certification of City records as required.
- Prepares, disseminates, and publishes public notices and legal advertisements as required by state law, City Charter and Codes. Prepares, disseminates and publishes press releases and general information.
- Assist with city website content management, updating activities and notices. Publishes/posts approved ordinances, resolutions and minutes.
- Assists City Clerk with the coordination of the City's election.
- Maintains supplements to the City's Charter and Code based on City Council action and distributes supplements/updates as required.
- Performs routine office tasks such as composing and typing correspondence/documents/records, scanning documents, filing, faxing, emailing, telephoning and photocopying. Uses a wide range of administrative methods in the solution of problems.

#### **JOB STANDARDS:**

Education and Experience Any combination equivalent to the education and experience likely to provide knowledge and abilities would be qualifying.

Education: Associates degree from an accredited college or university, preferably in public or business administration or a related field.

Experience: Three to five years of progressively responsible experience in the described job functions and required knowledge, skills and abilities as applied to the position, with proficiency in office/administrative computer software programs including Microsoft Office (Word, Excel, PowerPoint, and Outlook). Prefer experience in field of local government, particularly in Clerk's office or records management field.

Licenses, Certification or Registrations: Valid Florida driver's license and must be insurable by City's current insurance carrier. Must be eligible for appointment as a Notary Public in the State of Florida. May, at the direction of the City Manager, be required to obtain Certified Municipal Clerk designation by the International Institute of Municipal Clerks or job related credentials.

#### **CRITICAL SKILLS, ABILITIES & EXPERTISE:**

Physical Requirements: Sitting, standing, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Stretching/reaching, bending at waist, squatting, walking, handling, grasping, driving, light lifting and/or carrying (up to 15 lbs) are frequent. Pushing, pulling, kneeling, climbing, balancing, turning, feeling, medium lifting and/or carrying (up to 30 lbs.) are occasional.

Equipment: Personal computer, calculator, telephone, copy machine, facsimile, related office and instructional/presentation equipment and a motor vehicle.

Skills & Expertise: Knowledge of composition and grammar, business English and arithmetic. Knowledge of available community resources. Knowledge of or ability to learn appropriate

municipal codes, ordinances and laws. Knowledge of public records' law, requirements and management. Knowledge of the operations of the City and Florida local government. Knowledge of modern records retention and retrieval procedures as set forth by the Florida Bureau of Archives and Records Management. Skill in recording and transcribing of minutes, including interpretation of actions taken. Ability and skill to transcribe accurate minutes of meetings, using transcription equipment. Ability to read, comprehend, implement and complete oral and/or written directions in English. Ability to work with limited direction. Ability to prioritize and organize work. Ability to effectively communicate orally and in writing. Ability to compile data from various sources, departments, etc. Ability to analyze and interpret data. Ability to work in a simultaneous multi-task environment. Ability to set up and maintain complex filing/record systems. Ability to work independently and confidentially within the framework of City policy, procedures, practices and direction. Ability to establish effective working relationships with people, including coworkers, public citizens, supervisors and business/governmental contacts. Ability to deal with the public in an effective and courteous manner. Ability to complete tasks, functions and assignments accurately and on time. Ability to maintain acceptable work schedule and attendance record. Ability and willingness to understand and comply with City's policies, regulations and procedures; exercise sound judgment; perform at an acceptable level of efficiency and productivity as determined by the City's management; and support the City's mission, goals and objectives. Skills in public speaking and public relations. Skills in customer service and dealing with irate individuals and problem solving. Skills in completing work with a high degree of accuracy. Skill in developing procedures or systems for implementing programmatic functions. Ability to type 60 wpm with accurate transcription. Ability to use and operate a personal computer and office equipment. Advanced knowledge and ability to use Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook, and other Windows-based/web-based applications/software for payroll, reporting, etc. Knowledge and ability to prepare, publish and maintain web content on the City's website. Ability to safely operate a motor vehicle.

**ENVIRONMENTAL FACTORS**

*Job Location:* Primary location is within the administrative office of the City Manager's Office located in Brooksville, Florida; occasionally works within other community facilities, typically within the City of Brooksville. Constantly works indoors, occasionally inside a vehicle and outdoors.

*Work Environment:* Work alone and with others is constant. Working inside office environment is constant. Working with computers and office equipment is constant. Working overtime/weekends is occasional.

**MARGINAL/SECONDARY JOB FUNCTIONS:**

Performs other reasonably related duties as assigned/directed by supervisor.

**Reasonable accommodations will be made for otherwise qualified individuals with a disability.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

<b>HR INFORMATION</b>		<b>REVISION DATE: March 24, 2014</b>
<b>FLSA STATUS: Non-Exempt/Hourly</b>	<b>EEO CATEGORY:</b>	<b>W/C CODE: 8810</b>
<b>PAY GRADE: 583</b>	<b>SALARY RANGE: DOQ</b>	