

SUMMARY

This is responsible managerial and administrative work, as a Charter Officer, in directing and managing the activities of the office of the Clerk of the Commission.

The single position allocated to this Charter classification reports to and serves at the will of the City Commission as Clerk and manager of the Clerk's department. Work in this class is distinguished from lower classes by its responsibility for managing, organizing, coordinating, and carrying out designated municipal responsibilities and maintaining custody, recording, and documenting of official City records.

EXAMPLES OF WORK*

**This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.*

ESSENTIAL JOB FUNCTIONS

Is responsible for preparing City Commission meeting agendas, attends meetings, workshops, and committees of the City Commission taking and keeping accurate minutes of all proceedings. Provides information on Commission actions and provides staff support to Commission.

Prepares and administers the City Commission's and the Clerk's Office annual budget and verifies and approves expenditures.

Records, attests to, signs and affixes the City seal to, and maintains all official documents and all Ordinances and Resolutions passed by the City Commission, certifies that the title of the Ordinance was published, authenticates records, and distributes copies according to law.

Is custodian of the City seal and as such maintains all official books, papers, files, and records belonging to or pertaining to City government. Compiles documents for other City staff and provides certified copies on request.

Publishes legal notices of all meetings, ordinances, and assessments as required by law. Oversees updating of the Code of Ordinances of the City.

Acts as quality officer for City.

Coordinates with the County Supervisor of Elections and serves on the Canvassing Board for certification of election results for all municipal elections with responsibility for advertisements and dates relating to City elections.

Advises City-wide departments on retention of official records.

Maintains inventory of all City Commission records within the City and submits reports to the State of Florida, Division of Archives. Microfilms, codes, stores, and disposes records as appropriate.

Holds final authority on selection, promotion, discharge, and other appropriate personnel actions for assigned areas.

Distributes and assists in the final filing of Financial Disclosure, voting conflict of interest, and related forms for municipal officials.

Advises the City Commission and others on matters related to parliamentary procedure.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Serves as an information source for citizens and other municipal departments.

Administers oaths as required by laws or ordinances.

Serves as Secretary of the Trustees of Employee's Pension Fund.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Below are the required education, experience, knowledge, skills and abilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration or related field, and five years experience in administrative office management and in the performance of progressively responsible administrative work including three years of demonstrated management/supervisory experience, or an equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Experience in records management, office automation, local government, voter and election processes preferred.

CERTIFICATIONS OR LICENSES

Licenses

State of Florida Notary Public license required at time of appointment.

Valid Florida Driver License required at time of appointment.

Certifications

None.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of Municipal Codes and Ordinances, City Charter, and intergovernmental relationships of the City.

Thorough knowledge of applicable election laws.

Thorough knowledge of records retention rules, the Florida Public Records Law and the Government in the Sunshine Law.

Thorough knowledge of parliamentary procedure.

Knowledge of principles and practices of public administration and management.

Skill in team building and interpersonal communication.

Ability to plan, direct, and evaluate the activities of a staff of clerical employees.

Ability to evaluate and implement efficient recordkeeping methods including the use of office automation systems and computer technology.

Ability to analyze administrative problems and implement sound policy and procedural solutions.

Ability to work effectively with employees, Department Heads, other City officials, and general public.

Ability to express ideas effectively both orally and in writing and to prepare clear and concise reports.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is often required to sit for prolonged periods of time.

WORK ENVIRONMENT

Is required to attend meetings outside regular business hours.

City of Gainesville residency is required to attain permanency (in accordance with Ordinance 1-141).