

#170476



Springsted | Waters
14285 Midway Road, Suite 340
Dallas, TX 75001

Tel: 972-481-1950
Fax: 972-481-1951

www.waters-company.com

CITY OF GAINESVILLE, FL SEEKS A CLERK OF THE COMMISSION

The City of Gainesville is seeking a talented and experienced professional to serve as **Clerk of the Commission**, a Charter Officer position for the City responsible for directing and managing the activities of the Clerk's department. Gainesville, the largest city in Alachua County with a population of 130,000+, is a progressive and diverse community that serves as the cultural, educational and commercial center for North Central Florida, a region of nearly 350,000. The community is consistently recognized as a one of the premier cities in America to live, work and play. As home to the University of Florida, a leading research institution, Gainesville has also developed into one of the state's leading centers of education, medicine, athletics, and cultural activities.

The City Commission is comprised of seven members elected to three-year staggered terms, including the Mayor, and represents the citizens of Gainesville as its policy making governing body. Four commissioners are elected from single members districts, while two commissioners are elected at-large, along with the Mayor. The City Commission typically meets during the work day on the first and third Thursdays of each month. The Clerk of the Commission is one of six Charter Officers that reports directly to the City Commission, and will work closely with the City Manager's office, city departments, various boards, agencies, commissions, and the general public.

The Clerk of the Commission will manage, organize and coordinate all assigned responsibilities for the Clerk's Department and provide support to the City Commission. This includes identifying and assisting in design and development of automation to manage records, correspondence and other information; maintaining inventory of all City Commission records within the City; submitting reports to the State of Florida, Division of Archives; microfilming, coding, storing and disposing records as appropriate. The position will be advising all departments on retention policies, is responsible for the daily supervision of four employees, and prepares and administers both the Clerk's Office and City Commission's annual combined budgets of over \$1.2M. The Clerk also advises the City Commission on matters relating to parliamentary procedure and acts as quality officer for the City.

Developing a thorough knowledge of records retention rules, the Florida Public Records and Sunshine Laws, the City Charter, and all applicable election laws will be important. The position will coordinate with the County Supervisor of Elections and serve on the Canvassing Board for certification of election results for all municipal elections.

A Bachelor's Degree from an accredited institution in public or business administration, or a related field, plus five (5) years' experience in administrative office management, and three (3) years in a supervisory role, or an equivalent combination, is required. Experience in local municipal government administration, records management, local government voter election processes is strongly desired. Recognition as a Certified Municipal Clerk and knowledge of Florida's public records requirements will be an advantage. The ideal candidate must be a detailed and collaborative team player with a record of providing excellent customer service. Candidates should be receptive to utilizing new technologies in order to effectively serve both internal customers and the public. The selected candidate will possess outstanding communication skills - both written and verbal, must be a licensed Notary Public, and possess a valid Driver's License in the State of Florida at the time of appointment. City of Gainesville residency is required. Salary will be commensurate with candidate qualifications. The City offers an excellent benefits package which includes health, dental, and life insurance, along with retirement and savings options.

APPLICATION AND SELECTION PROCESS

Interested applicants should submit a cover letter and resume on-line at <https://waters-company.recruitmenthome.com/postings/1596>. This position is open until filled; however, candidates are encouraged to submit their applications by **Monday, October 9, 2017**. Qualified candidates with questions are encouraged to contact **Art Davis**: adavis@springsted.com; or at **816.868.7042**. The City of Gainesville is an Affirmative Action/Equal Opportunity/Drug Free Workplace Employer (EOE). For more information, please see the website at <http://www.cityofgainesville.org>.

Important Reminder:

- **Confidentiality: under Florida's Public Records Act, information from your application is subject to public disclosure at any point in the recruitment process.**