



POSITION DESCRIPTION

Department: City Manager
Position Title: City Clerk
Position Number: 1101
Level / Grade: P4 / 9
FLSA Status: Exempt

GENERAL DESCRIPTION OF DUTIES

The purpose of the position is to perform complex and specialized administrative work for the City Manager and City Commission. Employee functions in an executive level capacity to provide highly accountable, confidential support to the City Manager, and ensure the effectiveness and efficiency of daily administrative operations. Position exhibits professionalism in communicating on behalf of the City Manager with internal and external entities. Employee works with considerable independence and initiative, however, confers with the City Manager on unusual administrative issues. Performs related work as directed.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Acts as liaison for the City Manager and City Commission, and other departments and outside agencies, gathering and relaying information as needed.
- Directs, supervises, and coordinates the responsibilities and job functions of Deputy City Clerk and office support personnel.
- Develops, reviews, organizes, and prioritizes all items for Commission Meeting Agendas for distribution to Mayor/Commission, all City Departments, and the public.
- Conducts the biennial municipal elections and any special elections; reviews all Florida elections laws and disseminates information to qualified candidates; maintains the elections process under penalty of law; works closely with the Broward County Supervisor of Elections and State of Florida Division of Elections.
- Acts as the Historian for the City as the City's Records Custodian, as required by the State of Florida.
- Supervises and maintains the City Records Management and Retention Schedule system.
- Compiles information/historical data for special reports and projects.

- Coordinates with departmental records managers to ensure accurate managing of City records.
- Ensures transparency of all City records to the public, via Public Records Requests.
- Publishes all legal notices for all public hearings before the Commission and various boards; posts notices of meetings and special meetings.
- Facilitates and manages all City Commission meetings, special meetings and workshops; records all meetings and prepares official minutes of all meetings; manages video recording of City Commission meetings and the airing of such meetings on the City's website.
- Manages the City's compliance with Florida Statute 112, Code of Ethics for Public Officers and Employees, the Broward County Code of Ethics, and the City's Ethics Code.
- Works collaboratively with executive level staff to ensure dissemination of information and efficient receipt of responses and reports; schedules meetings for City-related boards and workshops.
- Generates correspondence, memos, agendas, minutes, orders, requisitions, ordinances, reports, or other relevant materials appropriate to the department.
- Receives written and telephone inquiries and complaints, ascertains the nature of the request, and resolves personally or acts as liaison to the City Manager.
- Performs related duties as directed.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

Bachelor's Degree from an accredited college or university; five (5) years of experience as a Municipal Clerk or Deputy Clerk. The educational requirement may be substituted by an additional four (4) years of experience as a Municipal Clerk or Deputy Clerk.

Preferred Qualifications

Bachelor's Degree in public administration, business administration, or a related field; designation as a Certified Municipal Clerk or Master Municipal Clerk by the International Institute for Municipal Clerks.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.