

**CITY CLERK****SUMMARY:**

Under general direction, oversees and ensures the integrity of City elections, City records, and codification of legal documents adopted by the City Commission; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(Which are **not** in any hierarchical order)*

1. Acts as Supervisor of City Elections.
2. Supervisor of City Records Management and Records Disposition Program Administrator. Administers the City's records management program and coordinates the logging, filing and scanning/microfilming of municipal records and files; oversees the preparation of documents for storage and purging; insures the safekeeping of records in compliance with applicable laws and City policies and the ability to retrieve documents as needed.
3. Attend/participate in all City Commission meetings; prepare and maintain the official minutes of all meetings of the City Commission/Community Redevelopment Agency/and Ad Hoc committees. Prepares action reports post-commission meetings.
4. Supervises the operation of the City Clerk's office.
5. Serves as the Official Records Custodian and Official Custodian of the Seal of the City. Maintains and fulfills public records requests in citywide database.
6. Participate in task force assignments, attends meetings, and prepares reports.
7. Prepares, countersigns, and attest to all Official City documents.
8. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing working, counseling, and discipline and completing employee performance appraisals.
9. Administers oaths and affirmations; publishes legal notices and gives notice of public meetings.
10. Codifies and records all laws, ordinances, resolutions, and legal documents adopted by the City Commission.
11. Maintains lobbyist registration database, domestic partnership registry, and cemetery sales. Updates city website with election and meeting minutes information

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of local, federal and state laws, statutes, rules, regulations, ordinances and codes related to public entity codification, maintenance, storage, retrieval, and destruction of public documents.
- Knowledge of municipal election procedures, rules of conduct and local, federal, and state laws, statutes, rules and regulations.
- Knowledge of rules of order governing municipal meetings and hearings.
- Knowledge of file maintenance and record keeping practices and procedures.
- Knowledge of management and administrative practices and procedures.
- Knowledge of general office machines and procedures.
- Knowledge of public relations and customer service methods, practices and procedures.
- Knowledge of electronic document management systems and capabilities.
- Knowledge of government in the "Sunshine" and parliamentary procedures.
- Skill in assigning, reviewing, evaluating work.
- Skill in utilizing written and verbal communication in the development and presentation of reports, presentations and directions.
- Skill in utilizing customer service/public relations when responding to inquiries and complaints.
- Skill in prioritizing and handling multiple tasks simultaneously.
- Skill in accurately maintaining public records and documents.
- Skill in researching and retrieving information from a variety of sources.
- Ability to conduct research, analyze, and present findings in a clear, concise manner.

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- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Law, Social Sciences or any related field and seven (7) years of progressively responsible administrative work in the supervision and retention of public records, law, finance, or related office environment, or any equivalent combination of training and experience. One (1) year of supervisory/managerial experience, required. Local government experience, highly desirable. Certified Municipal Clerk Certification (CMC), preferred. Must be able to obtain certification within six (6) months from date of employment. Master Municipal Clerk Certification, desirable.

A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of employment.