



Town Clerk

GENERAL PURPOSE

The Town Clerk is one of three chartered positions. The Town Clerk is appointed and removed by the Town Council by majority vote. Once appointed, the Town Clerk shall report to the Mayor and Town Council. This is a highly responsible administrative position recording the actions and maintaining the official records of the Town and the Town Council. The Town Clerk provides support services to the Mayor and Town Council and various committees.

ILLUSTRATIVE TASKS

- Attends all Town Council meetings and records all motions, votes, and actions. Prepares minutes of each meeting along with summary of action and ensures that necessary follow-up on action items is taken.
- Provides for public notice of all meetings subject to the Sunshine Law and provides for legal advertising, publication and posting of notices, as necessary.
- Attests (authenticates by signature) all ordinances, resolutions, contracts, and deeds. Administers oaths, accepts affidavits, and maintains municipal deeds, leases, agreements, and other records as required.
- Maintains custody of municipal records, including ordinances, resolutions, and contracts, and promulgates procedures for the orderly management, maintenance, retention, and destruction of said records in accordance with State law. Serves as the State Records Management Liaison Officer.
- Serves as qualifying officer and Supervisor of Elections for all municipal elections. Coordinates with the Miami-Dade County Supervisor of Elections for conduct of municipal elections.
- Administers the publication, maintenance and distribution of the *Town Code of Ordinances*. Ensures the accuracy of this publication.
- Maintains records of all committee appointments. Ensures an individual's eligibility to hold appointed office.
- Maintains custody of Town's official seal. Affixes seal on official documents as necessary.
- Administers and assists in preparation of the annual budget for the Town Clerk's Department for review by the Town Manager and Town Council. Monitors expenditures for compliance with approved budget.
- Serves as Financial Disclosure Coordinator for the municipality.
- Provides for response to public records and informational requests received from the public, staff, other agencies and interested parties as provided by *State Statutes*.



- Designated as records manager for all Federal and State Grant Records subject to audit, and shall bill and record special assessments of the Town as applicable.
- Serves as publisher and editor to Town's E-Newsletter (published monthly).
- Coordinates postings to the Town's Official Web Site as appropriate to all Town Departments.
- Supervises and evaluates performance of Town Clerk's staff. Counsels employees and administers discipline as required.
- Prepares correspondence, proclamations, and resolutions as necessary.
- Provides support to the Town Council, including correspondence, mail, telephone calls, e-mails, etc.
- Provides notary public services.
- Performs related work as required.

DESIREABLE EDUCATION & EXPERIENCE

- A Bachelor's degree from an accredited college in a related field.
- Demonstrated proficiency in Microsoft Word, Outlook, Excel, and Power Point. Familiar with navigating on the Internet.
- Knowledge of standard office procedures, practices and equipment.
- Knowledge of *Florida Statutes* related to municipal government.
- Excellent written communication skills, ability to compose original material.
- Thorough knowledge of ordinances, policies and procedures of the Town. Knowledge of legal requirements, rules and procedures for Town Council meetings (including rules of order related to public meetings). Knowledge of the organization, function and activities of municipal government. Knowledge of local community issues.
- Ability to establish and maintain effective working relationships with other Town officials, associates, and the general public.
- Ability to plan and supervise the work of subordinates.

Salary will be determined based on experience and qualifications.

Applications Deadline: Position open until filled.