

	THE CITY OF KEY WEST Job Description	Non-Union, Exempt Position	
		DATE OF REVISION	8/2019
POSITION	CITY CLERK	ANNUAL SALARY	B.O.Q.
DEPARTMENT	City Clerk's Office (12-02-512)		
JOB CODE	10009	GRADE	UDP

PHYSICAL LOCATION:

- City Hall – 1300 White Street – Key West FL

REPORTING RESPONSIBILITIES:

- Appointed by and reports to the City Commission

GENERAL FUNCTIONS:

- Highly responsible administrative position directing the functions of the City Clerk's Office. Prepares or supervises the preparation of agendas for City Commission meetings and all public records. The City Clerk is the official custodian of all official City records and the City seal. Responsible for the organization, maintenance, retrieval, archiving, releasing, distribution, safety and overall management of documentation such as; City codes, ordinances, resolutions, records of Commission actions, committee or board minutes and actions, leases, deeds and easements.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers and for effective communication with general public, staff and other utility related companies via telephone, written correspondence.
- Able to work a forty (40) hour workweek plus evening meetings.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description
- Able to see and read materials common to job: computer screen, reports and printouts; written correspondence from customer, other utility related companies, other department staff; scanned documents.
- Able to hear and effectively communicate with the general public, staff and other related departments.

EQUIPMENT TO BE USED:

- Personal computer and mainframe computer, printers, calculator, fax machine, copy machine, telephone and recorder.

ENVIRONMENT:

Indoor, air-conditioned, office setting

PHYSICAL REQUIREMENT:

- Sitting 55%
- Standing 10%
- Bending 10%
- Reaching 5%
- Climbing Stairs 10%
- Walking 10%
-

DUTIES/TASKS/JOBS:

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans, gathers, interprets, and prepares data for studies; reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Make presentations to department heads, boards, commissions, civic groups and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds personnel, materials, facilities and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts easements, deeds bonds or other documents requiring city certification; catalogs and files all city records.
- Attends regular and special city commission meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes including proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.
- Prepares and distributes agendas, materials, minutes and records of meetings.
- Files ordinances and resolutions of the Commission and oversees the codification of ordinances into the municipal code.
- Prepares and advertises meeting agendas, other advertisements, and legal notices of public hearings and special meetings.
- Administers oath of office to public officials.
- Serves as a notary public.
- Prepares reports for Commission Meetings as directed.
- Prepares surveys and other reports as directed.
- Maintains official City zoning map.
- Responsible for records retention for the City.
- Responsible for special City elections.
- Provides public records and information to citizens, civic grounds, the media and other agencies as requested.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Extensive knowledge of office practices and procedures.
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Considerable knowledge of municipal government organization and functions.
- Considerable knowledge of establishing and maintaining a records retention system.
- Working knowledge of the principles and practices of modern public administration.
- Skill in operation of listed tools and equipment.
- Ability to accurately record and maintain records.

- Ability to establish and maintain effective working relationships with employees, other departments, officials and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to plan, organize and supervise staff.
- Computer literate and keyboard/mouse proficient.
- Thorough knowledge of, but not limited to PC application, calculator, copy machines and scanners.
- Ability to communicate effectively both orally and in writing.
- Graduation from an accredited four-year college or university with a Bachelor’s Degree in business management, records management, public administration or a closely related field.
- Five (5) years of related governmental experience.
- Must have CMC and be working towards an MMC.
- Any equivalent combination of education and progressively responsible experience with additional work experience substituting for the required education on a year-to-year basis.
- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to access input and retrieves information from a computer.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I, _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
1300 White Street
Key West FL 33040
Office Telephone: (305) 809-3714
Fax: (305) 809-3719**