

Cheryl Smith

Professional Experience

City of Key West
1300 White Street
Key West, FL

City Clerk
1999 to Present

- Record and prepare official minutes of the City Commission
- Prepare meeting agendas
- Maintain codification of City Ordinances
- Handle municipal correspondence, both incoming and outgoing, as directed by the City Commission
- Process, record, file and advertise ordinances, resolutions and notices
- Responsible for the yearly budget preparation and supervision of expenditures within the City Clerk's Department
- Perform liaison work between the public and the City Commission
- Administer and record oaths of office
- Maintain custody of all official records
- Responsible for records retention for the City
- Maintain custody of the municipal seal
- Maintain official City zoning map
- Sign official documents
- Provide public records and information to citizens, the media and other agencies as requested
- Provide Notary Services
- Chief Elections Administrator

City of Key West
Executive Assistant to the City Manager
1996 to 1999

- Handled and supervised all public relations functions for City Manager
- Responsible for the yearly budget preparation and supervision of expenditures within the City Manager's Department

- Prepared and approved all purchasing requisitions
 - Prepared all payroll documents
 - Arranged, coordinated and directed all City special events
 - Directed, coordinated and handled all complaints and requests from citizens, vendors, contractors, associates and Commissioners
 - Recorded and prepared official minutes of the 1998 Charter Commission
 - Recorded and prepared minutes for various different committees
 - Handled all correspondence for the City Manager
 - Provided Notary Services
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City of Key West
Administrative Assistant to the Assistant City Manager
1994 to 1996

- Prepared and maintained the Assistant City Manager's yearly budget
 - Reviewed and approved all purchasing requisitions
 - Handled all payroll functions
 - Arranged, coordinated and directed all City special events
 - Maintained all City leases
 - Coordinated and handled all correspondence for the Assistant City Manager
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City Of Key West
Assistant to Boards & Committees
1993 to 1994

- Scheduled and advertised all meetings
 - Recorded and prepared minutes of all meetings
 - Set up and maintained files
 - Backed-up City Manager's Office with respect to clerical and administrative functions
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Harry S Truman Little White House Museum
111 Front Street
Key West, FL

Assistant Director
1991 to 1993

- Supervised accounts receivable, accounts payable, payroll and daily deposits and assumed responsibilities in the director's absence

Greater Key West Chamber of Commerce
402 Wall Street
Key West, FL

Office Manager
1988 to 1991

- Prepared and maintained membership billings
- Prepared and maintained accounts receivable, accounts payable and payroll
- Prepared and maintained budgets
- Scheduled, recorded and prepared minutes for various Chamber committees
- Organized annual fundraisers

Headquarters Barber Salon
Corpus Christi, TX

Hair Stylist
July 1977 to October 1987

Acme Truck Line
Morgan City, LA

Bookkeeper
June 1973 to May 1976

- Prepared and maintained billings
- Prepared and maintained accounts payable
- Prepared and maintained accounts receivable
- Prepared and maintained payroll

Professional Accomplishments:

City of Key West Employee of the Quarter 1995
City of Key West Excellence in Customer Service 1997
City of Key West Employee of the Year 1998
Certified Municipal Clerk Designation 2001
Leadership Monroe County 2002
Academy for Strategic Management 2003
Master Municipal Clerk Designation 2007
Certified Public Manager Designation 2007
Received Certified Public Pension Trustee Designation 2016

