

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AUTHORIZING AND DIRECTING A SEARCH FOR THE POSITION OF CITY CLERK; APPROVING THE JOB DESCRIPTION; APPROVING THE JOB APPLICATION; ESTABLISHING A SEARCH IN THE STATE OF FLORIDA; ESTABLISHING A TIMELINE AND ADVERTISING IN CERTAIN PUBLICATIONS; AUTHORIZING THE HUMAN RESOURCES DIRECTOR TO REVIEW APPLICATIONS TO ENSURE THEY MEET MINIMUM QUALIFICATIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Clerk informed the City Commission of her intention to retire as of July 5, 2023; and

WHEREAS, pursuant to Section 2-160 of the Code of Ordinances, members of the City Commission shall after the receipt of such notice and determination of the need for the hiring of a new City Clerk, establish the job description and minimum qualifications, approve an application form and required submittals, establish an area of search, and establish a process and timeline to ensure that highly qualified candidates are encouraged to apply and are considered for the position of City Clerk as necessary; and

WHEREAS, at a public meeting on _____, 2023,
the City Commission discussed establishing a process to
search for the most qualified candidate to fill the position
of Key West City Clerk; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF
THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the City Commission hereby approves
the attached Job Description and Minimum Qualifications for
the position of City Clerk.

Section 2: That the City Commission hereby approves
use of the standard City of Key West Job Application Form,
including an accompanying resume, and evidence of any
required certifications as submittals to be considered for
the position of City Clerk.

Section 3: That the City Commission establishes the
search area for the position of City Clerk as the State of
Florida.

Section 4: That a timeline for receipt and review of applications shall be established by the director of Human Resources. The timeline shall include in-house and local job postings, placing an advertisement with the Florida League of Cities, and/or other publications that may be determined by the Commission, and City staff.

Section 5: That the Human Resources Director will review applications to establish each application received meets minimum qualifications.

Section 6: That the Human Resources Director, in consultation with City Manager and City Attorney, shall provide a list of recommended applicants to the City Commission for consideration. If necessary, the Human Resources Director shall arrange interviews with recommended candidates prior to the City Clerk's anticipated retirement in July, 2023.

Section 7: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this _____ day of _____, 2023.

Authenticated by the Presiding Officer and Clerk of the Commission on _____ day of _____, 2023.

Filed with the Clerk on _____, 2023.

Mayor Teri Johnston	_____
Vice Mayor Sam Kaufman	_____
Commissioner Lisette Carey	_____
Commissioner Mary Lou Hoover	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

TERI JOHNSTON, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK