

TOWN OF HOWEY-IN-THE-HILLS TOWN CLERK

JOB SUMMARY:

This is a Department Director level position appointed by the five-member Town Council and serving under the administrative direction and control of the Mayor. 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 administers Town elections and also provides support services to the Mayor and Town Council, and various boards and committees. The Town Clerk exercises considerable independent judgment and makes decisions within the scope of designated responsibilities.

ESSENTIAL JOB DUTIES:

- 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.
- Attends evening meetings of the various Town boards as may become necessary. Prepares minutes for these meetings.
- Prepares and distributes agendas for the above-referenced meetings.
- Provides for public notice of all meetings subject to the Sunshine Law and provides for legal advertising, publication and posting of notices, as necessary.
- Records/attests 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 for all municipal elections. Supervises all municipal elections and coordinates the official report of such elections. Coordinates with the Lake County Supervisor of Elections for conduct of municipal elections.
- Administers the publication, maintenance and distribution of the Town *Code of Ordinances* and supplements thereto. Ensures the accuracy of this publication.
- Maintains records of all board and 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.
- Directs the issuance of Business Tax Receipts and other licenses and permits within the municipality.
- Prepares and administers the annual budget for Town Hall operations. Monitors expenditures for compliance with approved budget. Prepares and administers compliance with Florida Department of Revenue Truth in Millage (TRIM) requirements.
- Serves as Financial Disclosure Coordinator for the municipality.
- Oversees purchasing and payroll activities for Town Hall operations/employees. Payroll oversight includes health, life and dental insurance, retirement, and workers' compensation.

- Provides for response to public records and informational requests received from the public, staff, other agencies and interested parties as provided by *State Statute*.
- Coordinates postings to the Town's Web Site.
- Cemetery sales and management of cemetery records.
- Comprehension of the Town's Land Development Regulations and provide information and guidance to related inquiries.
- Monitor processing and record retention of Town building permits.
- Administrator Town grants.
- Supervises and evaluates performance of Town Hall Staff.
- Prepares correspondence, proclamations, and resolutions as necessary.
- Provides support to the Town Council, including correspondence, mail, telephone calls, emails, conference registration, hotel and travel arrangements.
- Provides notary services for Town documents.
- Performs related work as required.

MINIMUM QUALIFICATIONS EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED
- Five (5) years of related work experience in municipal government
- Five (5) years of experience in finance and budgeting or an equivalent combination of education and experience.
- Certified Municipal Clerk (CMC) designation as conferred by the International Institute of Municipal Clerks, Master Municipal Clerk (MMC) preferred.
- Valid Florida Driver License

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated proficiency in Microsoft Word, Outlook, Excel, and Power Point. Proficiency in Microsoft Access preferred but not required.
- Demonstrated proficiency in Black Mountain Software modules or similar government software including Utility, Cash Receipting, Payroll, Accounting and Budget.
- 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 city officials, associates, and the general public.
- Thorough knowledge of the principles and practices of accounting and budgeting as applied to municipal government.
- Thorough knowledge of audit practices and internal control procedures.
- Ability to multi-task with ability to prioritize tasks.
- Ability to prepare, analyze, interpret, present complex statements and reports; ability to analyze and evaluate complex financial systems
- Ability to communicate ideas effectively both orally and in writing.
- Thorough knowledge of the principles underlying general laws and administrative policies governing municipal financial practices and procedures.
- Ability to plan and supervise the work of subordinates.

PHYSICAL REQUIREMENTS:

This is an administrative position involving generally sedentary work. Incumbent must be able to sit for extended periods of time. Incumbent must be able to work extended hours to attend evening City Council meetings and additional meetings as required. The incumbent must occasionally lift objects weighing up to 25 pounds.

ESSENTIAL WORK ENVIRONMENT/ADA REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires sitting for extended periods of time; work requires reaching, manual dexterity, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the working environment is a standard business office environment; the employee is not subject to adverse environmental conditions.

The Town of Howey-in-the-Hills is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Howey-in-the-Hills will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

_____ Name (print)

Signature

Date

THIS JOB DESCRIPTION IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS AN ALL INCLUSIVE LIST OF ALL THE RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THE POSITION. WHILE IT IS INTENDED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, THE CITY RESERVES THE RIGHT TO MODIFY, ADD, OR REMOVE DUTIES AND ASSIGN OTHER DUTIES AS NECESSARY. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.