

TOWN OF HOWEY-IN-THE-HILLS, FLORIDA

TOWN CLERK JOB DESCRIPTION

ESSENTIAL FUNCTIONS

Secretarial/General:

1. Prepares agendas and packets for Town Council meetings; records and transcribes minutes of Town Council meetings; distributes documentation to Council members, staff members, the public, or others as appropriate.
2. Performs customer service functions; provides assistance and information related to Town/department activities, boards/committees, documentation, procedures, fees, or other issues; responds to routine questions or complaints; initiates problem resolution.
3. Researches code books, imaging system records, meeting minutes, or other resources as needed; prepare chronologies for projects.
4. Maintains Code books; orders municipal code books and supplements as needed.
5. Updates resolution and ordinance lists; maintains current lists of committee/board members.
6. Updates information in Town Hall and on the Town website.
7. Handles municipal correspondence, both incoming and outgoing, as directed or as requested by the Town Council.
8. Advertises Council notices, bids, or other advertisements in local newspapers; maintains advertising records for proof of publication.
9. Coordinates the signing of documents and contracts; certifies and notarizes legal documents as needed; certifies tax rolls; administers ex parte communications and oaths of office for police officers.
10. Processes, records, and files ordinances, resolutions, notices, and bids.
11. Performs liaison work between the public and Town Council as may be directed.
12. Administers and records oaths of office; prepares and maintains custody of all official Town records and files; maintains custody of the municipal seal.
13. Attests to official documents.
14. Maintain receipt of service and legal documents.
15. Serves as one of the Public Records managers for the Town.

Elections:

1. Certifies vacancies existing on a local level; maintains receipts of any and all petitions, initiative or otherwise; exercises quasi-judicial authority in determining the validity of petitions according to city code or statutes.
2. Serves as qualifying officer for all municipal elections. Assists in coordinating municipal elections; assists in hiring poll workers; assists in coordinating and certifying election results.
3. Provides layout of local ballot for all elections and has ballots printed; furnishes materials for local elections; publishes results and maintains a receipt of election results.

Financial:

1. Oversees accounts payable; codes invoices and revenues.
2. Follows Town purchasing policy.
3. Verifies time sheets, maintains all payroll related personnel records, prepares all related reports; handles Workman's Compensation reports and Unemployment claims
4. Handles all TRIM correspondence and reports to the Property Appraiser, Tax Collector and the State.
5. Assists the Auditor in providing information for the annual audit.
6. Maintains required financial records.

Planning and Zoning:

1. Schedules Planning and Zoning Meetings; prepares any and all legal ads relating to Planning and Zoning; prepares signs for posting on properties subject to possible rezoning; handles all communications between parties.
2. Attends Planning & Zoning meetings, records and produces minutes for approval.
3. Records any necessary documentation and plats after completion of development process.
4. Provides/publishes Land Development Regulations and Comprehensive Plan information to the Public.

Human Resources:

1. Maintains personnel files; oversees Town health insurance program.
2. Assists employees with personnel questions; handles Family Medical Leave Act applications.

State Reports:

1. Oversees State Sales Surtax, Annual Local Highway Finance, State Revenue Sharing, Annual Mileage, Ethics Commission, and Florida League of Cities reports.
2. Submits current population figures to state.

Code Enforcement:

1. Receives complaints when necessary and directs to the Town Code Enforcement Officer.
2. Schedules and posts meeting notices.
3. Attends Special Magistrate meetings, records and produces minutes, receives evidence and returns files.

Building Permits:

1. Oversees the building permit applications process, to include providing the right forms for each type of permit, assuring the applications are correctly filled out, and have the supportive documentation necessary; transmits applications to the Town Building Inspector for approval.
2. Issues Building permits to applicants, faxes required inspections sheets to Building Permit Firm.
3. Deposits Building permit fees in Building Inspection Account and at the end of each month verify and pay invoices from Building Permit Firm.

Cemetery:

1. Manages Building Services Clerk in:
 - a. Maintains Cemetery records.
 - b. Issues letters of receipt for plot purchases.
 - c. Directs funeral homes to proper person for information.
 - d. Maintains map of cemetery plots.

Grants:

1. After approval, generates bids purchase equipment or contract for services.
2. Handles all necessary reports.
3. Prepares documentation for site visits as well as monitoring visits throughout the project.

Information Technology:

1. Responsible for maintaining the information systems, back-ups and keeping the systems up to date.
2. Responsible for maintaining the Town website.

Miscellaneous:

1. Handles and distributes mail, email, and messages.
2. Manages Town Hall Office Staff.
3. Orders office supplies for the Town.
4. Provides necessary assistance to the Town Council, and Boards.
5. Prepares for and attends workshops, records such and follows through of recommended items.
6. Manages any other special projects that are created by the Town Council. Provide assistance to Council members.

MINIMUM QUALIFICATIONS

Bachelor's degree in Records Management, Business Administration, Public Administration, or closely related field; supplemented by three (3) years previous experience and/or training that includes Clerk's Office operations, management of official records, office management, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain and maintain valid Certified Municipal Clerk (CMC) certification. Must obtain and maintain valid Notary Public certification by State of Florida.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 to 10 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust or mildew.

The Town of Howey-in-the-Hills, Florida, is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Town 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