

**CITY OF STUART
JOB DESCRIPTION**

Title: CITY CLERK
Department: City Clerk
Job Code: 2020
Grade: S21
Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under the general supervision of the City Manager, the day-to-day activities of the City Clerk will be coordinated by the City Attorney. Extensive knowledge of the functions of the City Clerk's Office, exercising latitude in decision making regarding related policy questions. Administrative duties include serving as the public records custodian of the City; preparing City Commission minutes; processing resolutions and ordinances; supervising City Commission elections in conjunction with Martin County supervisor of Elections; filing and recording of City documents. Incumbent is responsible for maintaining all legislative records of the City; coordinating legal advertising; supervisor duties. Work is reviewed through conferences and written reports for results obtained.

EXAMPLES OF ESSENTIAL FUNCTION

1. Attends commission and workshop meetings and accurately transcribes documents for distribution in a timely manner.
2. Supervises and conducts annual City Commission elections in conjunction with Martin County Supervisor of Elections.
3. Retains the security and accuracy of all official documents including contracts, ordinances, agreements, resolutions and grant files.
4. Responsible for legal advertisement of public notices including hearings, ordinances, board meetings, workshops and bids.
5. Acts as liaison and assists city officials, staff, agencies and the general public's request in search of public records.

City Clerk
November 1998
Revised April 2001
Revised December 2001
Revised April 2003
Revised November 2006

City Clerk - continued

6. Keeps abreast of City and County ordinances, and State and Federal laws affecting clerk duties.
7. Responsible for advanced clerical duties including preparation of Commission meeting minutes, scanning documents, filing, composing correspondence and record storage control.
8. Maintains titles and registrations of all City vehicles including the current computerized file for report distribution.
9. In accordance with guidelines provides IS with WEB posting information; responds to email inquiries.
10. Prepares and manages the department budget.
11. Supervises department staff.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's Degree in Public Administration or related field; supplemented by five (5) years of progressively responsible City Clerk experience; or an equivalent combination of professional training and experience. Certified Municipal Clerk designation required. Experience must include the use of computers and standard software applications. Requires excellent keyboard skills as directed by departmental needs.

Possession of a valid Florida driver license as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge of the legal requirements relating to the operation of the City Clerk's office, and municipal rules, regulations, policies and procedures.

Knowledge of modern office terminology, methods, and practices.

Knowledge of modern information systems, spreadsheets, database management and software.

Knowledge of research techniques and report preparation.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, superiors, city officials and the general public.

Ability to make complex decisions and interpretations in accordance with established rules, policies and procedures.

Ability to communicate information tactfully and impartially.

Ability to accurately take and transcribe minutes timely.

Ability to maintain records efficiently and accurately.

Skilled in public relations.

Skilled in the operation of modern office equipment.

C. Physical Requirements

Task involves regular physical effort in standing, sitting, walking, bending, stooping, reaching, pulling, pushing, stretching, and frequent moderate lifting (30+ pounds); with standard dexterity in the use of fingers, limbs, or body in the operation of office equipment. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
City Manager

Received by: _____ Date: _____
Employee