



## Village of Palmetto Bay

### Position Description

POSITION POSTING DATE:	Wednesday, June 22, 2016
<b>POSITION CLOSING DATE:</b>	<b>EXTENDED to Friday, August 19, 2016</b>

No employment applications will be accepted after 5:00 pm (local time) on the closing date.

POSITION TITLE:	Village Clerk
FUNCTIONAL AREA:	Office of the Village Clerk
PAY GRADE & SALARY:	Based on Experience & Qualifications
CLASSIFICATION:	Full-Time; Exempt
APPROVED/UPDATED:	June 2016/ June 2016

#### **General Summary**

The Village Clerk is one of three chartered positions. This is a highly responsible administrative position recording the actions and maintaining the official records of the Village of Palmetto Bay and the Village Council. The Village Clerk provides support services to the Mayor and Council and various Council-appointed committees.

#### **Supervision Received and Exercised**

The Village Clerk is appointed and removed by a majority vote of the Village Council, in accordance with Section 3.6 of the Village Charter. Once appointed, the Village Clerk reports to the Mayor and Council. The Village Clerk supervises all employees assigned to the Office of the Village Clerk.

#### **Essential Duties and Responsibilities**

- Attends all 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; assembles and distributes Council meeting agendas in accordance with Council and Village policies.
- Provides for timely public notice of all meetings subject to the Sunshine Law and provides for legal advertising, publication and posting of notices, as necessary.
- Attests (authenticates by signature) the Mayor's or Manager's signature, as the case may be, on all Village documents 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 and Supervisor of Elections for all municipal elections. Coordinates with the Miami-Dade County Supervisor of Elections for conduct of municipal elections.
- Administers the publication, maintenance and distribution of the *Village Code of Ordinances*. Ensures the accuracy of this publication.
- Maintains records of all committee appointments. Ensures an individual's eligibility to hold appointed office.



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- Maintains custody of Village's official seal. Affixes seal on official documents as necessary.
- Prepares the annual budget for the Office of the Village Clerk for review by the Village Manager and Village Council. Monitors expenditures for compliance with approved budget.
- Develops short and long range goals specific to the Office of the Village Clerk in furtherance of the Village's mission, vision and strategic focus areas. Updates goals as necessary.
- Serves as Financial Disclosure Coordinator for the municipality.
- Responds to public records and informational requests received from the public, staff, other agencies and interested parties as provided by Chapters 119 and 286 and other such applicable chapters and sections of the Florida *State Statutes*. Provides assistance and guidance to members of the Village Council, Village staff and the general public relative to departmental policies and procedures and sunshine & public records laws.
- Manages and supervises assigned staff; hires, trains, motivates, and evaluates staff performance; reviews personnel progress and directs changes as needed and administers discipline as required.
- Prepares correspondence, proclamations, and resolutions as necessary.
- Provides support to the Village Council, including scheduling for Village meetings and functions, correspondence, mail, telephone calls, e-mails, etc.
- Provides notary public services.
- Performs other related duties as prescribed by Council.

#### **Minimum Qualifications**

##### Education & Experience

- A Bachelor's degree from an accredited college in Public Administration or a related field.
- Demonstrated proficiency in Microsoft Word, Outlook, Excel, and Power Point. Familiar with navigating on the Internet.
- Knowledge of *Florida Statutes* related to public records and municipal government, including but not limited to FS Chapters 119 and 286.
- Prior work experience in a supervisory capacity.

##### Other Required Competencies

- Knowledge of standard office procedures, practices and equipment.
- Excellent written communication skills, ability to compose original material.
- Thorough knowledge of municipal legislative policies and procedures to include the development, writing, presentation and adoption of municipal ordinances and resolutions.
- Knowledge of legal requirements, rules and procedures for 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 Village officials, employees, and the general public.

The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.