

TAB 2



City of Palmetto Agenda Item

Meeting Date

4/2/12

Presenter: Jim Freeman

Department: City Clerk

Title: Assistant City Clerk Job Description

Diane will be retiring at the end of June 2012 and I will need to hire someone to replace her position. In recent weeks, I have taken the opportunity to revisit the her job description and have made some modifications to her position to ensure the description matches the current needs in my department. In addition to clarifying the roles and responsibilities, I have changed the job title from Deputy Clerk of Administration to Assistant City Clerk. The salary range will remain the same, but will be filled at a lower salary than currently budgeted for Diane. The salary range for this new position is \$38,496 - \$57,756 (no change for old salary level). The revised job description and the old job description are attached for your review.

It is my goal to advertise (internally and externally) starting on April 3rd for two weeks. I would like to hold interviews during the week of April 17 and 24th, with the goal of having someone hired by May 1st. This will give the new person two months to train with Diane before she leaves at the end of June. The savings by hiring someone at a lower salary for the remainder of the year will pay for the two months of expense associated with having two people during May and June.

Budgeted Amount:

\$52,947

Budget Page No(s):

95

Available Amount:

Expenditure Amount:

TBD

Additional Budgetary Information:

Exact salary will be determined based on experience of person selected

Funding Source(s):

FY 2012 Budget

Sufficient Funds Available:

Yes
 No

Budget Amendment Required:

Yes
 No

Source:

City Attorney Reviewed:

Yes
 No
 N/A

Advisory Board Recommendation:

For
 Against
 N/A

Consistent With:

Yes
 No
 N/A

Potential Motion/ Direction Requested:

Motion to approve the Assistant City Clerk Job Description

Staff Contact:

Jim Freeman

Attachments:

Job Description- Deputy City Clerk
Job Description- Assistant City Clerk



Title: Assistant City Clerk

Division: City Hall Grade: 112

Department: City Clerk Salary Range: Min \$38,496 - Max \$57,756

Classification: Exempt

Function:

Under general direction, assists and coordinates the activities and services of assigned functions and program areas within the City Clerk's Office; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the City Clerk.

An incumbent in this position assists the City Clerk in carrying out all functions of that office, including the preparation of agenda and minutes, maintenance of official City records, including cemetery records. The incumbent is also responsible for implementing the City's records management program which includes knowledge of document retention schedules. Duties require high attention to detail and meeting of stringent legal and procedural deadlines.

Assistant City Clerk is distinguished from other administrative positions by the incumbent's need to know and apply in-depth knowledge of legal requirements (City municipal codes), processes and procedures necessary to support the functions and operations of the City Commission in the conduct of City business. General knowledge or ability to research Florida Statute is also important.

Supervision Received:

Works under the general supervision of the City Clerk

Supervision Exercised:

None generally; may be asked to supervise temporary clerical staff

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Drafts and finalizes City Commission meeting agenda; coordinates assembly and distribution of agenda packets to City Commission members, City departments and interested members of the public; arranges for official publication and posting of notices regarding City Commission meetings; prepares meeting minutes for City Commission, Pension Boards, Community Redevelopment Agency (CRA) and Code Enforcement; prepares and distributes follow ups on Commission actions and directions to staff; distributes and files documents following Commission action; finalizes resolutions, ordinances and minutes in preparation for Mayor's signature; attends all City Commission meetings and other meetings as required.

Administers the City's Record Management Electronic Imaging Program; organizes and prepares Commission and Board agendas, minutes, resolutions and ordinances and all agenda documents for imaging; archives and indexes records annually; provides information and access to City records to City staff and the public; conducts research on the more complex inquiries, retrieves and makes copies of City Commission actions and other public documents upon request; notarizes and certifies City documents.

Work in conjunction with the City Clerk and Supervisor of Elections for municipal elections. The Supervisor of Elections handles all qualifying and tabulation of results. As such, duties and responsibilities in this area are more supportive in nature.

Acts for the City Clerk in that individual's absence.

Peripheral Duties:

- Perform research of historical documents as required
- Process public records requests

Preferred Requirements:

Bachelors Degree from accredited college or university

Five (5) years experience in public or business administrative position

Knowledge of Sunshine laws and public record laws within the state of Florida

Notary Public

Minimum Entry Requirements:

A.A. Degree in related field from an accredited college or university

Three (3) years experience in public or business administrative position

Ability to become notary public in Florida

Additional experience may offset education requirement

Required knowledge, skills and abilities:

Highly organized and detail oriented individual

Strong follow-up skills

Prior knowledge of electronic imaging concepts and software

Ability to accurately record and maintain records

Strong knowledge of computers and ability to type quickly

Ability to establish and maintain effective working relationships with employees, supervisors, other departments, public officials and the general public

Ability to communicate effectively; both verbally and in writing

Excellent business writing techniques, punctuation, and grammar

Ability to follow oral and written instructions with detail and accuracy

Special Requirements:

Commission meetings are generally held on the 1st and 3rd Mondays of the month during the evening hours. Incumbent is required to attend all Commission meetings which requires working until 9:00 to 10:00 pm on Commission nights (i.e., generally, twice per month). During certain times of the year, the frequency of evening meetings may be increased.

Tools and Equipment Used:

Personal computer, minutes software and imaging software are the primary tools used for this job.

Work Environment and Physical Demands:

Position is consistent with office environment. While performing the duties of the job, the employee is frequently required to sit, talk, hear, and use hands to operate a computer, or other tools to complete the duties listed above.

Approval: _____

City Clerk

Approval: _____

Human Resources

Updated and approved by Commission: _____

CITY OF PALMETTO
POSITION DESCRIPTION

TITLE: DEPUTY CLERK – ADMINISTRATION

DIVISION: CITY HALL GRADE 112

DEPARTMENT: CITY CLERK NON-EXEMPT

FUNCTION:

Under general direction, performs general clerical and administrative work of more than average difficulty in assisting the City Clerk with administrative functions; performs related duties as required.

SUPERVISION RECEIVED:

Works under the general supervision of the City Clerk

SUPERVISION EXERCISED:

None generally, but may be over clerical, temporary or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists the City Clerk with various reports and projects as assigned.

Prepares and arranges agenda for City Commission, Pension Boards, Code Enforcement and other meetings. Records and transcribes meeting minutes of City Commission, Pension Boards, Code Enforcement and other boards.

Maintains permanent records of City minutes; City ordinances and resolutions; Commission and Executive policies; City Code of Ordinances and City Cemetery records.

Notice appropriate agencies and record into the public records City annexations and vacations as approved by City Commission.

Ensures all legal requirements are met with regard to publishing public notices.

Incorporates all meetings on master schedule/calendar and posts as required to comply with Florida Sunshine Law.

Composes and types routine letters, notices, and other material as follow-up actions; provides information to the public; prepares reports and maintains appointment schedules.

Assists the Supervisor of Elections in City elections.

PERIPHERAL DUTIES:

Gather and prepare data for studies and reports.

Research and comply with public information requests; research and assist City departments requesting information.

MINIMUM ENTRY REQUIREMENTS:

Minimum Education, Training and Experience – A.A. Degree from an accredited college or university specializing in public or business administration and three (3) years of responsible supervisory clerical or office management experience, or a minimum of five (5) years Administrative Assistance experience or any equivalent combination of related education and experience.

Required knowledge, skills and abilities,

Working knowledge of the principles and practices of modern public administration;

Working knowledge of modern records management techniques.

Ability to accurately record and maintain records;

Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.

Ability to communicate effectively both verbally and in writing.

Knowledge of spelling, punctuation, business English, business math.

Ability to handle confidential work with tact and discretion;

Ability to interpret and handle routine decisions in accordance with City policy.

Ability to follow oral and written instructions in detail and with accuracy and efficiency.

Above average skills in the operation of computers.

Knowledge of word processing a must; knowledge of databases helpful

SPECIAL REQUIREMENTS:

None.

TOOLS AND EQUIPMENT USED:

Computers, printers, copiers, scanners, fax machines, calculator, telephone and all other related office equipment.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to walk.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet.

Formal application, rating of education and experience, oral interview and reference check is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work if similar, related or a logical assignment to the position. The job description does not constitute an employment and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
City Clerk Human Resources Director

Revised June 24, 2003
Revised September 2004