



## TOWN OF SURFSIDE TOWN CLERK

DEPARTMENT: TOWN CLERK

EXEMPT

### GENERAL DESCRIPTION:

Responsible administrative work managing the various functions and responsibilities of the Town Clerk's Office. Work is performed under the administrative direction of the Town Manager.

### ESSENTIAL JOB FUNCTIONS:

1. Processes and maintains all official Town documents and records; recording of actions by the Town Commission.
2. Attends Town Commission and other meetings as required by the Town Manager.
3. Supervises the preparation and indexing of minutes.
4. Coordinates agenda, documents and provision of liaison including scheduling of commission meetings and public notices.
5. Answers citizens' questions and complaints.
6. Prepares and conducts municipal election administration and activities.
7. Prepares reports and maintains various files. Directs record management functions. Maintains Town's property files.
8. Coordinates Advisory Boards & Committees. Schedules staff support.
9. Collects and organizes Town records for manageable access when needed.
10. Supervises Office of the Town Clerk staff.
11. Responds to all public information requests.
12. Manages contracts for the Town.
13. Accesses, inputs and retrieves information from a computer.
14. Attends bid openings and processes information. Receives bids on projects and purchases.
15. Processes all resolutions and ordinances and indexes for same.
16. Prepares Department's annual budget.
17. Receives and processes Town council correspondence, surveys, and notices.
18. Maintains meeting room calendar on behalf of the Town.
19. Posts all notices and agendas as required.
20. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### MINIMUM QUALIFICATIONS:

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of the ordinances, policies and procedures of the Town.
- Knowledge of modern management practices and principles.
- Knowledge of archives and records management laws, systems and technology.
- Knowledge of election laws.
- Knowledge of Microsoft Office software, particularly Excel, Word, and Power Point.
- Knowledge of public relations principles and practices.
- Ability to input and retrieve data via computer.

- Ability to access needs and prioritize them.
- Ability to motivate staff.
- Ability to communicate in writing and orally.
- Ability to deal with a variety of individuals and groups.
- Ability to exercise good judgement in making decisions in conformance with laws, ordinances, relations, and policies.
- Must have strong customer service skills.
- Must be a self-starter.

**EDUCATION AND EXPERIENCE:**

A combination of education and experience equivalent to post-secondary training in business, public administration or related fields. Five (5) years' experience in progressively responsible related governmental administrative work and CMC preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

CMC designation (through International Institute of Municipal Clerks) and Florida Notary Public desirable.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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Revision History: 3/18/08; 5/5/08; 2/24/09; 4/10/12; 12/15/16

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature: \_\_\_\_\_

