

CITY OF FREEPORT
JOB DESCRIPTION

POSITION TITLE: City Clerk

Job Overview:

- Directly responsible to the Mayor and City Council
- Provide administrative support to the Mayor and Council as needed
- Coordinate and communicate with the Fiscal Services Clerk, Lead Billing Clerk, Lead Water Operator and Lead Wastewater Operator
- Perform demanding clerical and technical work related to maintenance and preparation of fiscal records
- Responsible for accounts payable, accounts receivable, revenue and expenditure statements
- Carry out policies as set by the City Council

Duties and responsibilities:

- Attend all council meeting and workshops
- Prepares minutes of city council meetings and as appropriate, other boards and committees established by the City
- Prepares and distributes agendas for all council meetings/workshops
- Provides for public notice of all meetings subject to the Florida Sunshine Law and provides for legal advertising –publication and posting of notices-as necessary
- Maintains custody of municipal records, including ordinances, resolutions, contracts and agreements; 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.
- Administers the publication, maintenance and distribution of the city code of ordinances and supplements thereto.
- Serves as local supervisor of elections, in conjunction and coordination with the county supervisor of elections
- Provides for response to public records and informational requests received from staff, other agencies and interested parties, as provided by state statute
- **Responds to emergency calls after hours; secures and protects all facilities during unusual or extreme conditions (fire, freeze, storm etc.)**

Additional Duties/Responsibilities:

- Provide support to the council, including correspondence, mail, telephone calls, e-mails, conference registration, hotel and travel arrangements
- Financial Disclosure Coordinator
- Prepares proclamations and certificates of appointment and appreciation
- Planning and coordination of special events as necessary
- Public Information Officer
- Serves as supervisor of the Fiscal Services Clerk and is responsible for all functions of that position
- All other duties as assigned.
- Performs typing and clerical related work and other duties as required.
- Maintains office supply inventories as needed.
- Promotes and maintains a good working relationship and congenial atmosphere.
- Maintains safe working areas and job sites.

Minimum Qualifications:

- High School Diploma
- Valid drivers license
- Three (3) years experience in local/state government as administrative assistant or higher position in the State of Florida.

Preferred Credentials:

- Knowledge of State of Florida requirements as to Sunshine Law, document retention, public notices and election laws
- Possession of Certified Municipal Clerk designation.
- Thorough knowledge of computer accounting methods
- Knowledge of bookkeeping terminology and methods
- Knowledge of standard office procedures, practices and equipment
- Knowledge of secretarial and clerical skills, record keeping and filing
- Ability to maintain financial records and prepare financial statements
- Supervisory and Human Resource experience preferred.

I HAVE READ MY JOB DESCRIPTION AND UNDERSTAND ALL ASPECTS OF MY DUTIES AS AN EMPLOYEE OF THE CITY OF FREEPORT.

SIGNATURE

DATE

HR INFORMATION	
Salary Range: 35,000-49,000 Annual	FLSA Status: Non-Exempt Hourly

Adoption Date: October 2, 2014
In Special Council Meeting