

## TOWN OF LAKE HAMILTON

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<b>JOB TITLE:</b>	<b>Town Clerk</b>
<b>DEPARTMENT:</b>	<b>Administrative Services</b>
<b>REPORTS TO:</b>	<b>The Mayor and Town Council</b>
<b>SALARY RANGE:</b>	<b>\$50,000 to \$69,000</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>

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### **WORK OBJECTIVE:**

Serves as an officer of the Town in accordance with the Town Charter and performs highly responsible administrative and supervisory work directing and coordinating the various functions and responsibilities that oversee the official business of the Town. Work involves statutory compliance, recording the actions and maintaining the official records of the Town and the Town Council. Administers Town elections and provides support services to the Mayor, Town Council, Town Administrator and various boards and committees.

The Town Clerk's Office serves as a liaison and bridges the gap between the Town Council, Town staff, and the public. It is the mission of the Town Clerk's Office to establish trust and confidence between the Town government and the public, and to provide effective and efficient public service for all citizens.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Administers the Town's records management program and coordinates the logging, filing, and digitizing of municipal records and files; oversees the preparation of documents for storage and disposition; ensures the safekeeping of records in compliance with applicable laws, Town policies, and the ability to retrieve documents as needed. Facilitates the electronic records management of the Town documents and is responsible for the codification of the Town's Code of Ordinances and Land Development Regulations
- Performs the fulfillment of public records requests within the Town, ensured redactions, and coordinates with other department personnel when necessary
- Coordinates, maintains, and ensures accuracy with the Town's Code of Ordinances and Town Charter
- Attends all Town Council, Board and Local Planning Agency meetings
- Maintains responsibility for electronic and hard copy distribution of meeting packet and documents approved by Town Council, Board and Local Planning Agency including background material for agenda items

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- Coordinates with the various board members and staff regarding the scheduling of meetings and to ensure quorums
- Records, prepares, and edits meeting minutes
- Processes and transmits all contracts, resolutions, ordinances, etc.
- Provides administrative support to the Town Council members
- Prepares agenda items for Town Council meetings, resolutions, agendas, etc., as requested
- Publishes documents, reviews, and makes corrections to the Town website
- Retrieves information requested to fill public records requests, in addition to information requested by Town officials and staff. Research, accesses, inputs and retrieves information
- Serves as the custodian and protects the integrity of the Town Seal. Administers oaths, takes affidavits, maintains municipal deeds, leases, contracts, agreements and other official Town records, including meeting minutes and digital records
- Serves as the Supervisor of Elections for the Towns municipal elections and coordinates with the County Supervisor of Elections
- Coordinates with State of Florida Commission on Ethics concerning financial disclosure requirements for Town officials, staff, and committee members
- Prepares copy for placement of legal notices and advertise bids, requests for proposals and other public notices
- Participates in the Town's emergency operations
- Performs any other related work as required

Reasonable accommodations will be made for otherwise qualified individuals with a known disability.

These essential job duties, requirements and skills are not to be construed as a complete statement of all duties, requirements and skills. The Town Clerk will be required to perform other job related essential and non-essential duties, requirements and skills as required.

### **MINIMUM QUALIFICATIONS:**

Associate degree, *bachelor degree preferred*; Certified Municipal Clerk or Master Municipal Clerk issued by the International Institute of Municipal Clerk's Association required or able to obtain within 3 years; records management training preferred; or an equivalent combination of education, certification, training and/or experience.

- Notary Public certificate required
- Possession of a valid State of Florida driver's license required
- *Bilingual preferred*

## **TOWN OF LAKE HAMILTON**

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

- Knowledge of statutory requirements, ordinances, and administrative practices and procedures for municipal government including the Florida Public Records Act
- Knowledge of Town codes, records management, election procedures and legal requirements
- Knowledge of statutory requirements and administrative technologies relative to the maintenance of municipal records
- Ability to establish and maintain effective working relationships with Town officials, employees and the general public
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Ability to communicate effectively orally and in writing

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

### **SENSORY REQUIREMENTS:**

Tasks require sound and visual perception. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Lake Hamilton is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The Town of Lake Hamilton provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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