

City of Venice, Florida Classification Description

Classification Title: City Clerk

Department: City Clerk's Office

Pay Grade: Charter Officer

FLSA Status: Exempt

This is an appointive position as described in Section 3.08, Charter of the City of Venice (1977).

General Statement of Job

The City Clerk is a charter officer, serving at the pleasure of city council. The City Clerk is responsible for the lawful, effective, and efficient management of all functions of the city clerk's office in accordance with the city charter. Performs a wide variety of highly responsible administrative and supervisory duties.

City Expectations:

Certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Serves as Clerk to the City Council and records all official actions.
2. Serves as the election official for the City of Venice.
3. Prepares agendas, minutes and related documents for city council and advisory boards. Manages board and committee records of meetings and appointments.
4. Directs and prepares publication of legal notices and recording of legal documents. Processes and records all special assessments and code enforcement liens.

5. Responds to questions and requests from city council, charter officers, and staff.
6. Serves as Clerk of Municipal Code Enforcement Board.
7. Serves as the city's public records custodian. Evaluates, makes recommendations, and prescribes system or review, retention and disposition of records of all governmental and proprietary functions of the City and all departments. Responds to public records requests in accordance with state law.
8. Administers oaths required or authorized under general law, the City charter or ordinance of the City. Signs warrants for payment of obligations. Countersigns checks for payment of obligations. Attests all written contracts and instruments on behalf of the City where required. Serves as Notary Public.
9. Performs general management functions and carries out diverse administrative tasks as may be assigned by council.
10. Prepares and manages the annual departmental and city council budgets.
11. Responsible for hiring and evaluation of department employees. Recommends promotion and discipline for department employees in accordance with the City's Personnel Procedures and Rules.

Responsibilities:

Responsible to the Mayor and City Council for the proper administration of all affairs concerning proceedings of the City placed under this authority. Coordinates all activities with the City Manager.

Minimum Education and Training

A Bachelor's degree (Masters preferred) in Business Administration, Public Administration, Management or related field and five (5) years in municipal or similar governmental administration. Experience in supervision required. Certified Municipal Clerk preferred.

Minimum Qualifications and Standards Required

Skill Requirements:

Shall be appointed solely on the basis of administrative qualities, training and experience. Must have a strong work ethic and demonstrated good work habits and reliable attendance. Must possess excellent oral and written communication skills. Possess a valid Florida Driver's license, free of any serious violations.

Requires a working knowledge of the current version of the Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with CentralSquare Software applications based on an iSeries system is preferred. Working knowledge of current versions of Internet browsers and Microsoft Outlook is also highly recommended. Ability to learn specific computer applications used in the City Clerk's Office.

Physical Requirements:

Work is essentially sedentary with occasional walking, bending, lifting or minimal physical exertion. Must be capable of functioning in a fast-paced, high-stress environment with multiple priorities and deadlines. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Work is performed primarily in an office setting with some travel to various meeting sites, public speaking engagements and other activities on behalf of the City. Must be available to work at all city council meetings.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.