

JOB ANNOUNCEMENT

Town of Century, Florida

TITLE OF POSITION: Town Clerk
VACANCY DATE: March 26, 2018
CLOSING DATE: April 8, 2018

TOWN OF CENTURY

JOB DESCRIPTION

JOB TITLE: TOWN CLERK
JOB TYPE: MANAGEMENT/ADMINISTRATIVE

GENERAL DESCRIPTION:

The Town Clerk is the official custodian of all official Town records; responsible for the retention and overall management of records in accordance with Florida Law. The Town Clerk records the minutes and actions of the Town Council and manages all aspects of Town elections. Work is performed in coordination with the Mayor and Town Council.

ESSENTIAL JOB FUNCTIONS:

1. Serves as custodian of official Town records and public documents; performs certification and recording for the Town as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring Town certification; catalogs and files all Town records. Oversees the Town's Records management Program.
2. Prepares and manages the agenda for and attends regular and special Town Council meetings and workshops; oversees or performs an accurate recording of the proceedings, preparation of the minutes, proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.
3. Prepares and advertises meeting agendas, bid and other advertisements and legal notices of public hearings and special meetings; prepares agenda and council packets for regular and special meetings and workshops; prepares reports for Council Meetings. Coordinates codification of Ordinances process.

4. Manages all elements of Town elections and works in conjunction with the Supervisor of Elections Office.
5. Prepares agendas for and attends Charter Review Board meetings, oversees or performs an accurate recording of the proceedings, prepares minutes and distributes information as requested. Coordinates placement of legal advertisements, public notices and the mailing of legal notifications.
6. Prepares and maintains records of all Committee/Board appointments. Monitors financial disclosure statements, Town Council appointment process, and conflict of interest statements.
7. Administers oath of office to public officials; Serves as a notary public.
8. Provides public records and information timely and in compliance with Florida Law while also safeguarding confidential and exempt information from unlawful disclosure.
9. Ensures deeds for Town purchased properties are submitted to the Property Appraiser's Office for tax exempt status.
10. May make presentations to Council, boards, committees, civic groups and general public. Provide public records and open meeting training to new Council, Board and Committee members, and employees.
11. Prepares department and council budgets: monitors revenues and expenditures to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
12. Gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
13. Performs other duties that may be 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 duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the principles and practices of modern public administration.
- Extensive knowledge of office practices and procedures.
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Thorough knowledge of public meetings law (Florida Sunshine Act) and public records law.
- Thorough knowledge of election laws.
- Ability to input and retrieve data via computer.
- Ability to assess needs and prioritize them.
- Ability to communicate in writing and orally.
- Ability to deal with a variety of individuals and groups.
- Ability to plan work schedule.
- Ability to prepare reports and studies.

EDUCATION AND EXPERIENCE:

Experience in public administration, business management, records management or related field. Five (5) years increasingly responsible experience as Deputy Clerk, Town Clerk or working in a Town Clerk's Office.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License. Notary Public Certification. Must be within 90 days of receiving Certified Municipal Clerk (CMC) designation

ESSENTIAL PHYSICAL SKILLS:

- ❖ Acceptable eyesight (with or without correction)
- ❖ Acceptable hearing (with or without hearing aid)
- ❖ Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Work is performed in an air conditioned office.

Executive and Senior Management positions in political environments can be demanding.

The employee is required to sit for long periods of time, stand, bend, talk, and hear.

The employee is required to walk, use hands to operate equipment, finger, handle or feel objects, or controls, and to reach with hands and arms.

May be required to occasionally perform some lifting of heavy objects.

Reasonable accommodation may be made to enable an individual to perform the essential functions of this position.

TOWN OF CENTURY

Employment Application



We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available					
Position Applied for					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	

If other than honorable, explain

What skills or additional training do you have that relate to the job for which you are applying

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.)

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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