

## Position Description

## Village Clerk

**Classification Identification:** Exempt / Non bargaining unit

### ***General Purpose***

One of three Charter Official positions and Department Head reporting directly to the Village Commission. This is an administrative position responsible for recording the actions and maintaining the official records of the Village and other duties per the Village Charter and as assigned by the Village Commission.

### ***Essential Duties and Responsibilities***

- Serves as Clerk to the Village Commission and Department Head and supervises Deputy Village Clerk.
- Coordinates, prepares and publishes the agendas with supporting documents for all meetings of the Village Commission in Granicus Peak agenda software.
- Attends all regular and special meetings of the Village Commission, and records official actions.
- Prepares minutes of meetings, coordinates execution of documents with Village Mayor, Village Attorney and staff.
- Reviews completed minutes of each meeting for errors and confirmation of Village actions prior to submission for approval.
- Maintains official Minutes Book, Ordinance Register and Lobbyist Log.
- Registers lobbyists in accordance with Village Code and Miami-Dade County ordinance.
- Supervises Village elections in conjunction with the Miami-Dade Elections Department and qualifies all candidates for election.
- Provides support services to the Village Commission and all official Advisory Boards and committees.
- Establishes and maintains the Village's records program, including monitoring the storage retention and disposition of Village records in accordance with State of Florida Public Records Law.
- Maintains the Village's official records for quick and easy retrieval.
- Performs research of Village records as assigned.
- Posts notice of public meetings in accordance with State of Florida Sunshine Laws Publishes and distributes notices and legal advertising as required by law.
- Serves as Financial Disclosure Liaison for Village staff, Village Commission and Advisory Boards.
- Responsible for processing public record requests, responding per public record policy and maintaining public record request log. Receives, processes and responds to lien search requests.
- Receives and processes lobbyist registrations and reports same to Village Commission and staff.
- Coordinates all Village related advertisements with various departments and Village employees for Commission and Board meetings, and other Village functions or postings.
- Coordinates and creates all Advisory Board meeting agendas and notifies Commission, Department Heads and Board members and staff.

- Accepts incoming documents, plans and applications on behalf of Planning Department.

### ***Required Knowledge, Skills and Abilities***

- Thorough knowledge of the functions and organization of the Village government.
- Thorough knowledge of the rules of order related to public hearings.
- Thorough knowledge of the Village's Charter and Village Code.
- General knowledge of voter registration laws and procedures.
- Ability to attend lengthy meetings during evening hours.
- Ability to attend trainings and seminars as related to the duties of Village Clerk.
- Thorough knowledge of elections processes, procedures, including qualification of candidates, laws, rules and regulations.
- Thorough knowledge of standard office management practices, procedures, filing systems, equipment, and office assistance techniques; knowledge of business English, spelling, grammar, composition, and arithmetic; skill in the use of a personal computer and ability to research and prepare correspondence including letters, memorandums, reports, and resolutions.
- Ability to maintain confidential information and materials; ability to operate various office equipment.
- Ability to transcribe dictation using recording and transcribing equipment.
- Ability to work independently, with little or no supervision, and under pressure with short deadlines; ability to supervise a clerical staff.
- Ability to deal tactfully and courteously with other agencies, the public, and employees.
- Ability to handle all types of inquiries, questions, and complaints from other agencies and the general public.
- Ability to deal with hostile and/or irate individuals while remaining calm.
- Ability to provide follow-up as necessary.

### ***Desired Minimum Qualification***

- A Bachelor's degree from an accredited college in business, public administration, or related field.
- 5 years of experience in Management or as a Village Clerk or Deputy Village Clerk.
- Certified Municipal Clerk, Master Municipal Clerk or ability to obtain certification within three years.
- Village Manager at his discretion may choose to mitigate education requirements with experience.
- Subject to North Bay Village Pre-employment background check
- Notary Public or obtain in six months
- Essential personnel for post hurricane duty

### ***Tools And Equipment Used***

- Computer and various office equipment

### ***Physical Demands***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.