

City of DeFuniak Springs

1350 Baldwin Avenue
Post Office Box 685
DeFuniak Springs, FL 32435



Phone: 850-892-8500
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www.defuniaksprings.net

JOB NOTICE **CITY CLERK – ADMINISTRATION DEPARTMENT**

Post Date: April 3, 2023

Close Date: Open Until Filled

FLSA Status: Exempt

Starting Pay Range: 39,411.20-67,787.27 DOQ

Job Summary:

To perform all of the duties of City Clerk as provided by Florida Statutes, so that the city's administrative and financial operations progress in an efficient, orderly, and lawful manner. Typical work schedule will be Monday through Friday from 8:00 a.m. till 5:00 p.m. or as approved by the DeFuniak Springs City Council. Subject to attend required city meetings beyond typical work schedule. Subject to be called in on a holiday or during an emergency situation.

Essential Job Functions:

The City Clerk will serve as the custodian of all election forms, documents, and filings. Petitions and other forms may be obtained from the City Clerk.

The City Clerk shall be the Records Management Administrator and shall be the custodian of official City records. The City Clerk shall be the custodian of all official records of the City and custodian of the official City seal. The City Clerk shall be responsible for the proper administration of all affairs concerning the records of the City placed in the City Clerk's charge under this Charter and as may be required by ordinance or resolution. The City Clerk shall:

- Supervise all functions of the City Clerk's office.
- Make recommendations to the City Council concerning the records and clerical functions of the City.
- Attend all City Council meetings, either in person, or by a duly qualified and designated representative, and keep a journal of its proceedings; maintain the official City Council minutes, ordinances, resolutions, and all records and documents. The correctness of the proceedings as entered in the journal kept by City Clerk shall be certified after each meeting by the City Clerk's signature (or duly designated representative) and the signature of the presiding officer of the City Council. The journal shall be a public record and any person shall have access to the journal at all reasonable times as prescribed by law. Catalog all official actions of the City Council.
- Give notice of all meetings to the City Council and to the public, as required by ordinance or State law.
- Serve as the election official for the City and administer elections.
- Authenticate and certify documents of the City. The City Clerk shall be responsible for signing and affixing the seal of the City of DeFuniak Springs, Florida, to such documents that require the signature of the City Clerk and seal of the City.
- Process and attest all written contracts and instruments on behalf of the City.
- Prescribe and be responsible for a system of review, retention, and disposition of records of all governmental and proprietary functions of the City and all departments of the City, subject to State laws or local ordinance.
- Administer oaths required or authorized under general law, this Charter, or City ordinance.
- Countersign warrants for payment of obligations.
- Keep on file the legal descriptions of the boundaries of the City, as amended.
- Perform such other duties as may be prescribed by general law, by this Charter, by ordinance or resolution of the City, or by direction of the City Manager.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

Required Qualification(s):

Graduation from a standard high school or GED obtained. A progressively demonstrated skill of at least five (5) year's experience and aptitude for performing responsible administrative work. Must be proficient in Microsoft Office computer programs. Requires a valid driver license.

Preferred/Desirable Qualification(s):

- A Bachelor's Degree and/or Municipal Clerk certification.
- Prior municipal governmental experience.
- A preferred typing speed of 35 w.p.m. or better.

- Certification can be obtained through the Florida Association of City Clerks and International Institute of Municipal Clerks.
- Florida Notary of the Public certification.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

Applications may be obtained by visiting the City's website at www.defuniaksprings.net or City Hall, 1350 Baldwin Avenue, DeFuniak Springs, Florida 32433. For more information, please contact the human resources department at 850-892-8500.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

City of DeFuniak Springs – City Clerk

FLSA STATUS: Exempt
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Administration
REPORTS TO: City Manager

JOB SUMMARY:

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ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

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- Keep on file the legal descriptions of the boundaries of the City, as amended.
- Perform such other duties as may be prescribed by general law, by this Charter, by ordinance or resolution of the City, or by direction of the City Manager.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.

- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Microsoft Office programs.
- Knowledge of personal computers and of modern office practices and procedures.
- Certification through the Florida Association of City Clerks.
- Ability to communicate effectively verbally and in writing with the public, employees, department heads, other governmental agency representatives, and City officials.
- Ability to work harmoniously with a diversity of individuals both inside and outside the city offices.
- Ability to meet multiple deadlines and possess strong organizational skills, including attention to detail.
- Ability to work under pressure with frequent interruptions.
- Ability to travel occasionally for meetings, training, or career development.
- Ability to obtain Florida Notary of the Public.
- Ability to be execute a bond of \$10,000

QUALIFICATIONS, TRAINING AND EXPERIENCE:

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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

Physical Demands:

Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Requires use of hand/fingers to handle, feel, and operate objects, tools, or controls such as keyboard; and reach with hands and arms. Specific vision abilities require close vision and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to lift and/or move up to twenty-five (25) pounds. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Occasionally required to stand, walk, stoop, kneel, and crouch.

Work Environment:

Typical work environment will be in an office setting. The noise level is usually quiet to moderate. Occasionally exposed to outdoor weather. Requires occasional travel representing the city at meetings, in various professional associations, or for training and career development.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____