

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Agenda Specialist  
**DEPARTMENT:** City Clerk  
**FLSA STATUS:** Non-Exempt

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**GENERAL PURPOSE:**

Performs technical and professional work in the City Clerk department. Performs a variety of work involving agenda production, recording of legal instruments, and serving as a liaison to assigned City advisory committees/boards. Coordinates codification of adopted ordinances through MuniCode on a monthly schedule. Coordinates the passport program's day to day activities. Reports to City Clerk or designee and assists with a variety of projects, meetings, and record keeping.

Work is performed under minimum supervision with some latitude in the use of initiative and independent judgment while adhering to tight deadlines. Position relies on experience and the ability to work independently due to the level of executive interaction required and the extremely broad scope of activities to which a high level of attention must be given.

**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 classification. 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.

- Performs administrative support to the City Commission and City boards and committees, including agenda preparation and distribution, scheduling of meetings, setting up and breaking down meeting rooms, attendance at meetings (some of which occur during evening hours), transcription and distribution of minutes, and serving as a liaison with board/committee members
- Reviews and prepares agenda items and attachments via automated agenda software
- Ensures timely submission and coordination of City Commission agenda items between the Office of the City Manager, City Attorney and other City departments
- Assists in the maintenance of records of all Commission, board and committee meetings, including agenda files and ordinance/resolution indexes
- Coordinates the day to day operations of the passport program, including serving as a passport agent and primary contact for passport services and audit process
- Provides the proper public notice of meetings subject to the Sunshine Law, and assists in the preparation of legal advertising in accordance with Florida statutes and City requirements

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- Distributes executed copies of resolutions, ordinances and contracts to departments and other impacted parties
- Ensures resolutions and ordinances contain all appropriate exhibits and attachments prior to scanning
- Provides adopted ordinances to MuniCode for codification
- Performs duties related to the citywide Records Management Program and assists in processing and coordinating public records requests in accordance with State of Florida Public Records Law and City requirements
- Researches City records as assigned
- Performs related duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

High School diploma or GED, with an Associate's Degree or higher in Public Administration, Business Administration, or related field preferred; supplemented by three (3) or more years of administrative support and customer service experience, including at least one (1) year of agenda preparation experience using agenda software, preferably in a Municipal Clerk department; experience using Granicus' Legistar software preferred; experience serving as a passport agent preferred, experience in processing public records requests preferred; an equivalent combination of education, certification, training, and/or experience may be considered.

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

- Knowledge of Chapter 119 and Chapter 286 of the Florida State Statutes, with the ability to quickly learn other necessary Florida statutes, city codes, state election code, ordinances, law, rules, regulations, policies, and procedures
- Skill in use of Granicus' Legistar software or similar agenda software and Microsoft Office products (Word, Outlook, and Excel)
- Skill in spelling, grammar, and punctuation rules, as well as proofreading and editing documents
- Skill in scanning and indexing records
- Ability to complete assignments accurately and in a timely and efficient manner
- Ability to provide excellent customer service
- Ability to work weekdays and evenings as assigned and/or required
- Ability to multi-task while working with tight deadlines and shifting priorities, prioritize work for timely completion, and avoid duplication of efforts
- Ability to quickly and independently learn, understand, operate, and train on complex software programs
- Ability to operate basic office equipment, including computer terminals, printers, copy machines, telephone systems, and facsimile machines
- Ability to analyze and prepare documents correspondence, reports and contracts
- Ability to maintain an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes

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- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to develop and maintain cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts
- Ability to tactfully and effectively handle requests, suggestions and complaints in order to establish and maintain good will
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, 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 inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

### **SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity.