

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** City Clerk  
**DEPARTMENT:** City Clerk  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

This is an at-will Administrative Officer position, performing managerial level administrative and supervisory work in directing and coordinating the activities of the City Clerk's office, under the general direction of the City Manager or designee. Position directs a team of professional, associate, and/or or technical employees.

**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.

- Supervises staff, including hiring, evaluating, assigning tasks and projects, reviewing work and assisting staff with prioritization and completion of assignments, approving leave and overtime requests, evaluating performance and recommending and issuing disciplinary actions as needed, coaching and mentoring staff, and providing opportunities for growth through work assignments and training
- Oversees the legislative process, including agenda preparation, documentation of action taken, processing of legislative items, and codification of City ordinances
- Oversees the City's records management program; coordinates and monitors public records requests; archives City historical records
- Oversees the operations of the City's passport services
- Administers City elections to include advertising; serves candidates in all phases of their candidacy; monitors ethics compliance
- Coordinates official public notices via newspaper advertising, website, and lobby postings
- Develops, maintains and monitors the department budget
- Manages department operations
- Prepares City commission agendas and publishes meeting minutes
- Researches, recommends, and implements appropriate technology
- Provides attorneys and title companies with vital information needed to complete real estate closings (utility and refuse account balances, code enforcement violations, and City liens on properties)

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- Serves as the City's official records management liaison officer (RMLO) to the state of Florida; monitors lobbyist registration and compliance by elected officials to County ethics regulations
- Works in partnership with the County Supervisor of Elections for the recruitment and placement of poll workers and the distribution of voting equipment
- Performs other duties as required and/or required

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in business, public administration or related discipline, with a Master's Degree preferred; supplemented by ten (10) or more years of progressively responsible experience in a municipal or county clerk's office or a position within a Florida city or county administrative department requiring knowledge of Florida public records laws, including at least five (5) years as a municipal/county clerk or assistant/deputy clerk; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have completed the Florida Association of City Clerk's Academy to attain municipal clerk certification. Certification as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) is preferred.

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

- Advanced knowledge of government functions, including state, county, and city regulations regarding conduct of elections, public meetings, ethics regulations, and state and city legal advertising requirements
- Advanced knowledge of Florida's public records laws
- Knowledge of specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the City's business strategies
- Knowledge of effective budget processes, administrative principles, practices, procedures, and methods
- Skill in record keeping, records retention programs and document maintenance
- Skill in Microsoft Office products (Word, Outlook, and Excel) and software appropriate to maintaining electronic records
- Skill in providing good customer service
- Skill in business writing and proofreading the work of others
- Ability to understand and interpret state and local laws and draft ordinances, resolutions, and agreements
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to delegate, manage, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work

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- 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.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date