

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs senior and/or lead-level work assisting the City Clerk with any and all projects, meetings, and record keeping. Serves as a liaison to city boards and performs work related to special magistrate hearings. Work is performed under limited supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

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.

- Acts in the capacity of the City Clerk in the event of his or her absence to include coordinating departmental activities, supervising department personnel, and attending City Commission meetings
- May perform and/or oversee administrative support to City boards and committees, including agenda preparation, attendance at meetings (some of which occur during evening hours), transcription and distribution of minutes, and liaison with board/committee members
- Maintains and/or oversees the records of all board and committee appointments
- Serves as the Clerk to the Special Magistrate and maintains record-keeping for Special Magistrate case proceedings and the Code Fine Reduction Committee
- Researches City records as assigned
- May oversee and/or perform duties related to the citywide Records Management Program and assist in processing and coordinating public records requests in accordance with State of Florida Public Records Law and City requirements
- Provides and/or oversees the proper public notice of all meetings subject to the Sunshine Law, and prepares legal advertising in accordance with Florida statutes and City requirements
- Assists in preparation of the departmental budget
- Attends City Commission meetings as required by the City Clerk
- Prepares and distributes the City Commission agendas, supporting documents, and minutes
- Assists the City Clerk in the preparations for municipal elections
- Supervises subordinate staff

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- May create and administer deadlines, rules and procedures
- Performs related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor Degree or higher in Public Administration, Business Administration, or related field; supplemented by two (2) or more years of progressively responsible municipal government experience preferably in a City Clerk or County Clerk department; Certified Municipal Clerk (CMC) or higher designation preferred; experience with Special Magistrate case proceedings preferred.

*The City reserves the right to consider alternate combinations of education, certification, training, and/or experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of state statutes, city codes, state election code, ordinances, law, rules, regulations, policies, and procedures
- Knowledge of records management systems
- Knowledge of Chapter 119 of the Florida State Statutes
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Skill in scanning and indexing records
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to develop and interpret budgets, contracts, fiscal, and financial reports
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- 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
- 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,

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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