



CITY OF CLEWISTON Job Description

Job Title: City Clerk
Department: City Manager
Reports to: City Manager and/or his designee

Responsible for maintenance of all official records. Directs the operation of the records retention and archives programs, facilitates commission meetings, records and produces minutes in a timely fashion. Assists City Manager with various projects and responds to all public records requests.

Essential Functions:

1. Prepares agendas for City Commission meetings.
2. Records minutes of commission meetings and other meetings as necessary.
3. Administer City Retirement Plan and prepare life insurance claims.
4. Assure laserfische records and files are updated each month.
5. Assist City Manager in formulating administrative principles, practices and policies.
6. Initiates special research in needed areas. Assist City Manager with Special Projects when needed.
8. Post and advertise position vacancies.
9. Facilitates job interviews and send interview results to department head.
10. Schedule background checks, physicals and orientation for new employees.
11. Assist employees and Department Directors with employee discipline problems.
12. Assist Department Directors with bids by advertising, collecting bids and opening bids and recording bid tabulations.
13. Assist general public with requests and respond to public records requests.
14. Other duties assigned by City Manager or Commission.

Qualifications:

High School diploma or GED and Florida Driver's License are required for this position. Associate's degree or equivalent from two-year college or technical school and/or considerable experience in office management or public administration is highly desirable. Excellent computer skills are essential in the performance of this position. **Must obtain Certified Municipal Clerk status within three (3) to four (4) years of hire.**

Considerable independent judgment and discretion is involved when representing the city in communications with the public and employees. Position requires individual capable of meeting deadlines.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.