



CITY OF ALACHUA

JOB DESCRIPTION

ASSISTANT DEPUTY CITY CLERK

DEPARTMENT: Executive

REPORTS TO: Deputy City Clerk

SUPERVISES: None

FLSA: Nonexempt

GENERAL DESCRIPTION:

Responsible administrative work managing the various functions and responsibilities of the City Clerk's Office. Work is performed under the general direction of the Deputy City Clerk or Assistant City Manager.

ESSENTIAL JOB FUNCTIONS:

1. Assists with official functions of the City Clerk's office.
2. Assists with processing and maintaining all official City documents and records.
3. Prepares and maintains the minutes from City Commission meetings.
4. Prepares draft and final agenda for City Commission meetings.
5. Responds to concerns and requests from citizens.
6. Assists with preparing and conducting the municipal election activities.
7. May be required to attend City Commission meetings and workshops in the absence of the Deputy City Clerk.
8. Assists in the department budget process.
9. Assists in record management functions.
10. Provides a wide variety of high responsible administrative support for the City Clerk's office.
11. Processes certain resolutions and ordinances.
12. Processes and maintains City Commissioners' mail.
13. Assists with the development, update and management of the City's website.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the ordinances, policies and procedures of the City. Knowledge of modern management practices and principles. Knowledge of archives and records management laws, systems and technology. Knowledge of election laws. Ability to input and retrieve data via computer. Ability to access needs and prioritize them. Ability to communicate in writing and orally. Ability to deal with a variety of individuals and groups.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Graduation from an accredited two year college with an Associate’s Degree in a related field preferred. Three (3) years’ experience in progressively responsible related administrative work preferable in a government agency.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

CMC designation desirable (through International Institute of Municipal Clerks).

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature