



CITY OF ALACHUA

JOB DESCRIPTION

DEPUTY CITY CLERK

DEPARTMENT: Executive

REPORTS TO: Assistant City Manager

SUPERVISES: Assistant Deputy City Clerk

FLSA: Exempt

GENERAL DESCRIPTION:

Responsible administrative work that oversees and guides the division. Directs all activities of the division. Provides administrative assistance to departments to ensure proper maintenance of public records, effective meeting administration and organizational goals and objectives are met. Work is performed under the general direction of the City Manager or Assistant City Manager.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for processing and maintaining all official City documents and records.
2. Sets up, attends and records all City Commission meetings and workshops.
3. Coordinates the preparation of the City Commission agenda.
4. Prepares ordinances, resolutions and proclamations for City Commission consideration.
5. Completes the legislative process upon adoption of ordinances, resolutions, proclamations and other official documentation; proofs and prepares such for signatures and printing; archives signed documents.
6. Coordinates and conducts municipal election procedures in compliance with state statutes.
7. Prepares and monitors department budget.
8. Works with all city departments to establish a records management system to include identifying records and preparing records retention schedules for each department.
9. Maintains policies and procedures for creation, receipt, storage, retrieval and disposal of official records.
10. Maintains documents relating to the appointments to various boards and committees.
11. Coordinates the codification and distribution of supplemental updates of the City Code.
12. Responds to citizens' concerns, questions, requests and complaints.
13. Performs a wide variety of highly responsible administrative support for the City Manager.

(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 clearly and concisely both orally and in writing. Ability to establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Graduation from an accredited two year college with an Associates Degree in a related field preferred. Five (5) 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

Certified Municipal Clerk (CMC) designation required (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