



## RECORDS MANAGEMENT ADMINISTRATOR

Pay Grade: 701

FLSA Status: E

EEO Code: 06

W/C Code: 8810

### GENERAL DESCRIPTION

Performs responsible, professional, lead and supervisory work in developing, managing and maintaining the City's Records Management program in accordance with Florida Statutes and Regulations, including developing, implementing and managing electronic records management systems, maintaining and managing traditional records management systems, maintenance and retention of current and non-active records; coordinating and the City's Public Records function, and acting as the City's Records Management Liaison Officer (RMLO) with the State Archives and Records Management Offices within the Florida Department of State. Work is performed under the direction of the City Clerk.

### ESSENTIAL JOB FUNCTIONS

- Plans, develops, implements and conducts a comprehensive program of records management for the City to ensure compliance with State, Federal and local laws regarding public record storage, retrieval and disposal.
- Maintains, analyzes, and manages traditional records management systems including classification, retention, storage, archiving, retrieval and destruction, in accordance with all federal and state requirements and best management practices.
- Oversees the storage, retrieval and destruction activities of the City's on-site records storage.
- Manages the inventory of City records stored off-site by way of accessing and retrieval of the inventory, including authorizing the destruction of eligible retention-met records and reconciling the monthly invoice.
- Acts as the City's RMLO with the State Archives and Records Management Offices within the Florida Department of State, including preparing all required reports.
- Interacts and coordinates with staff liaisons in each City department to standardize, update and implement best records management practices.
- Provides training and guidance to all City employees in the proper conduct of records management activities and practices.
- Arranges for and proofs the codification of City ordinances in the City Code and the City's Unified Land Development Code (Municode).
- Remains current with knowledge of all laws and best management practices affecting the public sector records management and public records functions by reading periodicals, maintaining certifications, continuing professional education and attending seminars and conferences.
- Serves as a technical resource to City Departments by updating staff on new developments in records management and by answering questions regarding policies and procedures.
- Implements approved policies, systems and procedures.
- Monitors modifications related to traditional and electronic records management and public records compliance.
- Researches, coordinates, and compiles records request to ensure efficient and accurate response of requested material.
- Assists with providing access to, and inspection of, public records.
- Interacts with state agencies and the City Attorney's Office as necessary to ensure legal compliance.
- Makes recommendations to City Clerk for the purchase of, or upgrade to, traditional or electronic

records management equipment and software and coordinating with the City's IT Department.

- Exercises professional judgment and initiative in solving problems.
- Assists with submitting and proof-reading legal ads for publications in newspaper.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned, including City-directed work assignments in the event of a declared emergency.)*

## **QUALIFICATIONS**

### **Knowledge/Skills/Abilities:**

- Extensive knowledge of Florida regulations, codes and statutes used for public records custody, access and disposition.
- Knowledge of records management program development, implementation and electronic document retention systems.
- Knowledge of imaging and digitizing technologies used in records management.
- Working knowledge of spreadsheet, database and other computer programs used in the management of records as well as Microsoft Office software, including proficiency with Word and Outlook.
- Skilled in the use small office equipment, including copy machines or multi-line telephone systems.
- Skilled in using computers for data entry, word processing and accounting purposes.
- Ability to interact with the public in a professional, respectful manner and deal with difficult people with courtesy.
- Ability to communicate clearly and effectively; both orally and in writing; complete all forms and reports legibly and accurately.
- Ability to work independently, with minimum supervisory direction.
- Ability to prioritize and establish follow up actions to manage workload while completing deadlines.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other City employees and the public.

### **Education and Experience:**

- Associates degree from an accredited college or university with major course work in Public Administration or a related field.
- At least five (5) years of progressively responsible experience in traditional and electronic records management, or an equivalent combination of training, education and experience, is required.
- Experience at the supervisory level is preferred.
- 35 words per minute typing is required.

*(A comparable amount of relevant training, education and/or experience may be substituted for the above qualifications.)*

### **Licenses and Certifications:**

- Florida Certified Records Manager (F.C.R.M.) or have the ability to become a Florida Certified Records Manager within two (2) years of starting employment.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Working Conditions:**

While performing the duties of this job, the employee works in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.

Work typically requires minimal exposure to one or more disagreeable conditions (i.e. irate customers, outdoors weather conditions, excessive noise, extreme heat, odors or dust).

**Risk/Safety Conditions:**

This position requires minimal exposure or risk to physical health and/or physical safety (e.g., exposure to environmentally hazardous material, heavy equipment, assault and battery, communicable disease, etc.)

**Physical Activities:**

The work is light: exerting up to 20 pounds of force occasionally, and up to 10 pounds of force frequently, and negligible amount of force constantly to move objects. Additional requirements include: balancing, climbing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**EMERGENCY RESPONSE STATEMENT**

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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Reviewed by:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## ADMINISTRATIVE SERVICES SPECIALIST – CITY CLERK

Pay Grade: 906

FLSA Status: NE

EEO Code: 05

W/C Code: 8810

### GENERAL DESCRIPTION

Highly responsible position overseeing administrative services for an assigned department or division; provides customer service support, technical support to operating divisions, and professional support to the City Clerk and/or City Commission. Work is performed under the supervision of the City Clerk.

### ESSENTIAL JOB FUNCTIONS

- Manages day-to-day administrative functions of the assigned department or division.
- Assists with daily operation of the department's budget including: data entry, compiling back up, and producing budget documents for submittal.
- Serves as main contact for City Clerk's and/or City Commission's websites; maintains content ensuring data meets Federal, State, and Local requirements.
- Secures quotes, processes purchase requisitions, invoices and payment authorizations in accordance with the City's Policies as needed.
- Makes City Clerk's and/or City Commission's travel and training arrangements and completes all required forms.
- Collects and prepares City Clerk's and/or City Commission's reports, budget expenditures, and accounts receivables.
- Oversees City Clerk's and/or City Commission's fixed assets and inventory process.
- Maintains City Clerk's and/or City Commission's equipment and supplies.
- Monitors and renews City Clerk's and/or City Commission's licenses, permits and memberships.
- Facilitates and coordinates all City Clerk's and/or City Commission's training schedules based on needs and budget.
- Coordinates City Clerk's and/or City Commission's agenda items for City Commission meetings and workshops, including scheduling, drafting staff summaries, compiling backup documentation, creating presentations, suggested motion sheets, and tracking action items.
- Develops and maintains policies, administrative regulations and standard operating procedures in accordance with established policies and protocols; provides training to appropriate support staff.
- Annually reviews City Clerk's and/or City Commission's Go Kit to ensure supplies are replenished and in workable condition.
- Maintains files in accordance with public records laws and retention requirements.
- Provides customer service as needed.
- Special projects as directed.

### City Clerk Specific

- Serves as Department's Emergency Operations Coordinator;
- Maintains the Department's Continuation of Operations Plan (COOP);
- Assists in processing public records requests as needed;
- Assists with City Commission meetings as needed;
- Assists with the creation, review and publishing of legal advertisements.

**Commission Specific**

- Schedules appointments/meetings and maintains Commission calendars;
- Provides general administrative support to Commission.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned, including City-directed work assignments in the event of a declared emergency.)*

**QUALIFICATIONS**

**Knowledge/Skills/Abilities:**

- Knowledge of administrative services and office management practices.
- Knowledge of business English, spelling, punctuation and business arithmetic.
- Knowledge of overall operations, functions, and scope of department to ensure accuracy of work.
- Knowledge and understanding of local government finance procedures, including budget and procurement.
- Skilled customer service with ability to communicate effectively, both in person and in writing.
- Ability to produce and maintain financial and statistical records and reports.
- Ability to research and analyze data and present findings in various report formats.
- Ability to prioritize and manage multiple work assignments with competing deadlines.
- Ability to plan, organize and use mature judgment in evaluating situations and making decisions in accordance with established policy.
- Ability to operate a variety of modern office equipment.
- Ability to establish and maintain effective working relationships with employees and the public.

**Education and Experience:**

- High School Diploma or possession of an acceptable equivalency diploma is required.
- Five (5) years office management or progressively responsible administrative work.
- Two (2) years in a supervisory or lead capacity at the executive level.
- Thirty-five (35) words per minute typing is required.

*(A comparable amount of relevant training, education and/or experience may be substituted for the above qualifications.)*

**Licenses and Certifications:**

None

**WORK ENVIRONMENT**

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**Working Conditions:**

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Work typically requires minimal exposure to one or more disagreeable conditions (i.e. irate customers, outdoor weather conditions, excessive noise, extreme heat, odors or dust).

**Risk/Safety Conditions:**

This position requires minimal exposure or risk to physical health and/or physical safety (e.g., exposure to environmentally hazardous material, heavy equipment, assault and battery, communicable disease, etc.)

**Physical Activities:**

The work is light: exerting up to 20 pounds of force occasionally, and up to 10 pounds of force frequently, and negligible amount of force constantly to move objects. Additional requirements include: balancing, climbing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

*(Occasional=1-3 Hrs; Frequent=3-5 Hrs; Constant=5-8 Hrs – Per Work Day)*

**EMERGENCY RESPONSE STATEMENT**

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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Reviewed by: [Employee Name]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## RECORDING SECRETARY– CITY CLERK

Pay Grade: 905

FLSA Status: NE

EEO Code: 06

W/C Code: 8810

### GENERAL DESCRIPTION

Highly responsible position with limited supervision provides skilled administrative support in the accurate preparation, recording and transcription of City Commission, Advisory Boards and Committee meetings of the City. Independently prepares correspondence. Maintains and manages Advisory Board and Committee term expirations and appointments. Assists, as needed, with legal advertisements adhering to strict deadlines. Answers telephones and assists with public inquiries.

### ESSENTIAL JOB FUNCTIONS

- Performs various duties in preparing assigned meetings, which include room preparation, equipment preparation, preliminary correspondence concerning documentation review and revision, agenda and back up material preparation and agenda packet distribution.
- Attends all assigned meetings for City Commission, Advisory Boards and Committees of the City for the purpose of providing administrative support, paying specific attention to all legal requirements as prescribed by Florida Statute or City Code.
- Provides accurate, clear, concise and timely minutes, transcripts, and recordings. May be asked to do verbatim minutes as needed.
- Distributes/publishes minutes and other information to board members, administrative officials and the public. This includes legal advertisements, updates to the City website or other communications as needed.
- Assists with tracking terms of all board members. Processes applications for advisory boards and committee vacancies and prepares packets for City Commission review.
- Maintains meeting calendars and monitors scheduling to prevent conflicts.
- Prepares Hearing Notices, Orders, mailings by certified mail, posting of notices, and extensive records relating to Code Enforcement Hearings.
- Files and retrieves various records, cases, files, forms, reports or related documents as needed or directed. Routinely reviews file information for status/compliance.
- Prepares and distributes periodic reports concerning attendance, quarterly activities, annual training and annual production.
- Maintains computer database agendas and forms.
- Provides customer service to all citizens by phone, correspondence or in person, as needed.
- In the absence of the City Clerk/Deputy City Clerk, or at the request of the City Clerk/Deputy City Clerk, notarizes documents and administers oaths and serve as a Notary Public.

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## **QUALIFICATIONS**

### **Knowledge/Skills/Abilities:**

- Knowledge of modern business methods, and procedures applicable to public administration and office practices.
- Knowledge of office procedures, equipment and terminology.
- Knowledge of business English.
- Skilled in composing summaries of minutes.
- Skilled in the operation and care of a computer/word processor, typewriter, copy machines and other assigned office equipment.
- Skilled in customer service, including ability to communicate effectively, both in person and in writing.
- Ability to lift and move boxes of records.
- Ability to make sound independent judgment.
- Ability to maintain effective working relationships with fellow employees, superiors and the public.
- Ability to maintain complex clerical work records and prepare reports.
- Ability to make decisions in accordance with laws, ordinances and regulations, when necessary.
- Ability in typing at a prescribed rate of speed.
- Ability to be bonded as a Notary Public.

### **Education and Experience:**

- High School Diploma from an accredited high school or possession of an acceptable equivalency diploma is preferred.
- Five (5) years of progressively responsible clerical work.

*(A comparable amount of relevant training, education and/or experience may be substituted for the above qualifications.)*

### **Licenses and Certifications:**

None

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