



RECORDS MANAGEMENT LIAISON OFFICER

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, coordinating 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

- Develops and maintains the records management program to ensure compliance with state and federal laws.
- Collaborates with IT to develop, improve and manage electronic records management systems and best practices; and plays a critical role in their implementation.
- 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.
- Assists in traditional and electronic records disaster recovery and collaborating with IT to determine storage plans and restoration in the event of a catastrophic event including a system failure.
- Assists in coordinating and managing the City's Public Records function.
- 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.
- Recommends opportunities for improvement in records management systems and technologies to City Clerk.
- Develops and interprets policies and procedures related to traditional and electronic records management and public records compliance.
- Interacts and coordinates with staff liaisons in each City department to standardize, update and implement best records management practices.
- Conducts training to ensure consistency and best records management practices City-wide.
- 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.
- 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.
- Exercises professional judgment and initiative in solving problems.
- Researches, coordinates, and compiles records request to ensure efficient and accurate response of requested material.
- Interacts with state agencies and the City Attorney's Office as necessary to ensure legal compliance.
- Submits and proofs legal ads for publication in newspaper; review newspaper for legal ads to attach to Ordinances as proof of advertisement; search for articles pertaining to the City for Archiving.
- 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.

(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 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.
- Skilled in the use of 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 effectively; complete all forms and reports legibly and accurately; read/interpret technical documents.
- Ability to work independently.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other City employees and the public.

Education and Experience:

- High School Diploma from an accredited high school or possession of an acceptable equivalency diploma is preferred, supplemented by some college-level courses.
- 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.

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

Licenses and Certifications:

- Florida certification Records Manager or have the ability to become a Florida certification Records Manager (or the ability to obtain certification 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, 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.

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.

Reviewed by: [Employee Name]

Signature: _____

Date: _____



EXECUTIVE ASSISTANT – CITY CLERK

Pay Grade: 905
FLSA Status: NE
EEO Code: 06
W/C Code: 8810

GENERAL DESCRIPTION

Highly responsible and multifaceted work in clerical and secretarial responsibilities. Work is performed under the general supervision of the City Clerk.

ESSENTIAL JOB FUNCTIONS

- Provides input in the preparation of the departmental budget.
- Maintains the more complex records of the City and prepares reports as requested by the Department.
- Maintains a filing system, for retrieval and retention of permanent records of the City.
- Cross-trains for the duties of Staff Assistants and Receptionist.
- Responds to complaints received by phone, correspondence or in person.
- Provides customer service to all citizens.
- Transmits policies, procedures, instructions and general orders to appropriate personnel, as directed.
- Provides information and completes research upon request of departments and citizens.
- Notarizes documents and administers oaths and serve as a Notary Public.
- Serves as Recording Secretary by preparing, copying and posting of Agendas; records meetings; prepares minutes and maintains permanent records of meetings of City Commission, Boards and Committees.
- Assists with preparation of the budget, including researching financial information and participating in budget meetings.
- Maintains records for board and committee appointments.
- Prepares Minutes, Hearing Notices, Orders, and mailings by certification mail, police delivery; posts of notices, agenda packets, and extensive records.
- Utilizes independent judgment in communicating with internal and external customers.
- Maintains supplies and equipment needed for day-to-day operations.
- Accesses, inputs and researches information from the computer and from files and records.
- Assists in receptionist duties, in the absence of a receptionist, when requested.
- Manages the Department'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 related duties as assigned, including City-directed work assignments in the event of a declared emergency.)

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

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, 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.

Reviewed by: [Employee Name]

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. 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.
- Oversees department's fixed assets and inventory process.
- Collects activity data and coordinates preparation of management reports.
- Coordinates and prepares performance measure reports.
- Develops and maintains policies, administrative regulations and standard operating procedures in accordance with established policies and protocols; provides training to appropriate support staff.
- Facilitates and coordinates all training schedules based on department needs and budget.
- Facilitates and coordinates all new employee internal orientation sessions for the department.
- Makes travel and training arrangements and completes all required forms.
- Secures quotes, processes purchase requisitions, invoices and payment authorizations in accordance with the City Policies as needed.
- Assists with the Customer Service section as needed.
- Maintains equipment and supplies needed for day-to-day operations.
- Exercises independent judgment when communicating with internal and external customers.

(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 from an accredited high school or possession of an acceptable equivalency diploma is preferred, supplemented by college-level and field-related courses.
- Five (5) years office management or progressively responsible administrative work.
- Two (2) years in a supervisory or lead capacity at the executive level.

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

Licenses and Certifications:

None

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, 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.

Reviewed by: [Employee Name]

Signature: _____

Date: _____



PUBLIC RECORDS TECHNICIAN

Pay Grade: 903

FLSA Status: NE

EEO Code: 06

W/C Code: 8810

GENERAL DESCRIPTION

Highly responsible and multifaceted work in managing sizeable, complex or non-routine public records requests from within and outside the agency. Work is performed under the general supervision of the City Clerk.

ESSENTIAL JOB FUNCTIONS

- Documents and tracks all dates relevant to public records requests.
- Corresponds with parties requesting public records.
- Prepares written cost estimates in connection with public records requests.
- Collaborates with agency personnel to ascertain the volume and nature of responsive documents.
- Identifies confidential, exempt and sensitive information in responsive documents.
- Performs and coordinates redaction of confidential, exempt, and sensitive information.
- Utilizes agency software to identify, organize and redact public records.
- Remain current on laws, rules and policy potentially impacting public records.
- Performs other required day to day operational procedures as directed.
- Assists with special projects as assigned.
- Assist with Customer Service.

(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:

- Ability to review documents for accuracy, completeness, and compliance; compile data and information for reports; compose letters and memoranda; explain policies and procedures.
- Ability to maintain effective working relationships with employees, other agencies and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to work with and meet required deadlines utilizing time management.
- Ability to gather and analyze research data such as statutes, decisions, and legal articles, codes and documents.
- Ability to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and assignments.
- Ability to perform other clerical duties such as filing, answering the phone and/or compiling correspondence.
- Knowledge of proper grammar, punctuation, and spelling.
- Knowledge of Public Records Law and requirements.
- Skilled in the use of office equipment including computers and various software applications.
- Skilled in research including Internet usage.

Education and Experience:

- High school diploma or equivalent (GED) required.
- At least 1-2 years or more work experience in public records, public records compliance, or legal environment required.
- 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:

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, 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 sedentary: exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. Additional requirements include: balancing, bending, climbing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, 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.

PUBLIC RECORDS TECHNICIAN

Reviewed by: _____

Signature: _____

Date: _____