



# City Clerk

Class Code:  
711-36

Bargaining Unit: N/A

CITY OF NORTH PORT  
Established Date: Aug 24, 2016  
Revision Date: Oct 1, 2018

## SALARY RANGE

\$3,735.18 - \$5,602.76 Biweekly  
\$97,114.58 - \$145,671.76 Annually

### GENERAL DESCRIPTION:

The City Clerk is the head of the Department of Records and custodian of all official records of the City and is responsible for the proper administration of all affairs concerning the records of the City placed under his/her authority.

### ESSENTIAL JOB FUNCTIONS:

- Supervises the records of governmental and proprietary functions of the City.
- Serves as City Clerk to the City Commission and records all official actions.
- Serves as the election official for the City of North Port.
- Serves as parliamentarian to all Advisory Boards.
- Certifies and notarizes documents of the City and attests all written contracts and instruments on behalf of the City.
- Prescribes retention and disposition of records of all governmental and proprietary functions of the City and all departments of the City.
- Serves as Clerk of Municipal Code of Enforcement Board.
- Processes and records all special assessments and code enforcement liens.
- Countersigns warrants for payment of obligations.
- Administers oaths required or authorized under general law, the City Charter or ordinance of the City.
- Keeps records of agenda requests and coordinates with the City Manager in preparing agendas for all commission meetings.
- Responsible for the preparation and administration of the departmental budget.
- Performs as legislative liaison on behalf of the City to the State and federal legislative delegations representing the various policy positions.
- Supervises and prepares publication of legal notices and recording of legal documents.
- Manages all board and committee records of meetings and appointments.
- Researches or oversees the research of questions and requests from the City Commission, City Attorney and the public.

### Supervisory Responsibilities

- The incumbent has the authority to recommend hiring, firing, transfer, suspension, lay-off, recall, promotion, discharge, discipline and evaluation of employees.
- Performs general management functions and carries out diverse administrative tasks as may be assigned by the City 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.)

### **KNOWLEDGE/SKILLS/ABILITIES:**

- Knowledge of the ordinances, policies, procedures of the City.
- Knowledge of legal instruments, rules and procedures of City Commission meetings, including organization, function and activities of the municipal government and other governmental agencies.
- Knowledge of State and municipal election laws and financial reporting. Knowledge of State records retention law, public records law and sunshine law.
- 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 organize and communicate effectively.

### **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS:**

#### **Education and Experience:**

- Bachelor's degree in Business or Public Administration is required. Master's degree is preferred.
- Five (5) years of experience in municipal government with increasing levels of responsibility including a minimum of two (2) years of management or supervisory experience.
- Designated as a certification Municipal Clerk by the International Institute of Municipal Clerks or the ability to obtain said certification.
- Must establish City residency within one (1) year of appointment, as required by City Charter.
- Financial Disclosure required.

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

#### **Licenses and Certifications:**

Possession of or ability to obtain a valid Florida driver's license by date of hire.

### **PHYSICAL REQUIREMENTS:**

**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's work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**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, 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.

Position requires the operation of a City vehicle.

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

**EMERGENCY RESPONSE STATEMENT:****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.

**GRADE:**

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