

# **City Clerk / Auditor**

## **MAJOR FUNCTION**

The City Clerk performs a wide range of management duties and with particular emphasis on personnel and financial management. The Clerk maintains official City records and provides general information on City policies / procedures to the public. The Clerk is supervised by the City Manager on day to day operations.

## **ILLUSTRATIVE DUTIES**

Directly supervises, trains evaluates assigned personnel with the approval of the City Manager. Attends all board meetings and is responsible for recording of all minutes; maintains official minute book. Responsible for auditing of the City's budget, payroll, accounts payable and accounts receivable in coordination with the Financial Director and City Manager. Records all ordinances, resolutions, proclamations, contracts and deeds. Supervises and coordinates all election activity with appropriate authorities. Ensures control of all public records as custodian in accordance with the Florida State Bureau of Archives rules and regulations. Maintains custody of the City's official seal; signs documents and affixes seal. Perform work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of ordinances, policies and procedures of the City. Considerable knowledge of legal requirements, rules, and procedures of the City Commission Meetings. Considerable knowledge in human resources, personnel management, insurance programs, and municipal cemeteries. Considerable knowledge of the organization, function and activities of a municipal government and overall governmental accounting and budgeting. Knowledge of office methods, procedures and equipment. Ability to plan and supervise the work of clerical subordinates. Ability to accurately prepare and record City Commission actions. Ability to maintain effective relationships with the City officials, employees and the general public.

## **DESIRABLE EDUCATION AND EXPERIENCE**

Bachelor's degree with concentration in business or government and a minimum of five (5) years of governmental experience, education and/or training. Extensive work experience in municipal government may be substituted for college degree. Municipal experience and coursework in finance, records management and automated data processing is desired.