

**CITY OF BELLE GLADE
CLASS DESCRIPTION
2000**

CLASS TITLE: CITY CLERK

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee official business of the City. The class is responsible for safeguarding official records, conducting elections, preparing municipal agendas and minutes, preparing budgets, supporting the City Commission and staff, and managing records. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Attends to business of City Commission, staff, and citizens; addresses complaints and resolves problems; refers to other staff or agencies as required.

Conducts municipal elections in accordance with laws, rules, or other mandates.

Serves as secretary to City Commission; prepares agendas, proclamations, and minutes; maintains official City records; serves as secretary or member of other boards or committees and coordinates citizen participation appointments to committees; issues public notices, or other official public information.

Prepares budgets; administers funds and prepares fiscal reports.

Performs research and coordinates special projects as directed.

Attends or conducts staff meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

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PEOPLE INVOLVEMENT: People include coworkers, workers in other areas or agencies and the general public.

Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.

INVOLVEMENT WITH THINGS: Things are inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.

Handles or uses machines, tools, or equipment that require moderate instruction and experience such as computers and software programs such as word processing, spreadsheets or custom applications.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS: Reasoning requires consideration of factors and variables to derive solutions to problems.

Performs work involving the application of principles of logical thinking and legal, administrative, and professional practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.

MATHEMATICAL REQUIREMENTS: Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

LANGUAGE REQUIREMENTS: Language involves the ability to read, write, and speak.

Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.

MENTAL REQUIREMENTS: Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

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VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Vocational/Educational preparation includes job specific training and education required for entry into this job. The training and education may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job, nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.

Requires Liberal Arts Bachelor's degree or education and training equivalent to four years of college education in public administration or a closely related field. Certified Municipal Clerk (CMC) Certification preferred.

SPECIAL CERTIFICATIONS AND LICENSES: Special Certifications and Licenses refers to state, federal, or professional certifications or licenses required to enter or maintain the job.

Notary Public, Florida Driver's License preferred.

EXPERIENCE REQUIREMENTS: Experience refers to the amount of work experience that is required for entry level into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Requires over four years and up to and including five years experience in related field. Strong management, communication, team-building and decision making skills desirable.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS: Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

ENVIRONMENTAL HAZARDS: Environmental hazards refers to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job risks exposure to no significant environmental hazards.

SENSORY REQUIREMENTS: Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, and texture perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS: Judgments and decisions refers to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

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ADA COMPLIANCE

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.