

## ***TOWN OF MELBOURNE VILLAGE***

### Job Description

**JOB TITLE:** Town Clerk/Treasurer

**DEPARTMENT:** Administration

**GENERAL DESCRIPTION:**

Under the administrative direction of the Mayor, with little or no direct supervision, performs highly responsible administrative work, directing the daily functions of the Town Office, giving notice of commission meetings, maintaining the journal of the commission, preparing reports of financial transactions and Town activities, acts as the chief elections official, performing accounting and bookkeeping functions of the Town's financial activities, and such other duties as may be prescribed by the Commission. Reports to the Mayor.

**ESSENTIAL JOB FUNCTIONS:**

1. Attends all meeting of the Town Commission, records, transcribes and publishes the minutes from all Commission meetings.
2. Serves as Records Custodian of all Town records, coordinates codification of all Town Ordinances. The Clerk is responsible for the development and maintenance of the records management system including retention, retrieval, storage and destruction of Town records.
3. The Clerk shall prepare the annual Town budget
4. Maintains custody of the Town seal, serves as notary Public for the Town, serves as Treasurer and Financial Disclosure coordinator for the Town and serves as the assistant to the Mayor. The Clerk shall authenticate by signature and seal, all ordinances, resolutions, and official documents as approved by the Commission.
5. The Clerk is responsible for giving notice to the public of all meeting of the Town Commission and various boards and committees. The Clerk will also give notice in a publication of general circulation of all public hearings and proposed laws of the Town being considered by the Commission for enactment.
6. The Clerk is authorized to co-sign bank checks and purchase orders.
7. The Clerk shall prepare payroll, including all federal deductions, reporting to the IRS, and filing of quarterly taxes.
8. The Clerk shall be the Chief Elections Official for the Town, and be responsible for all requirements necessary to conduct the municipal elections as prescribed by law, including but not limited to: qualifying candidates, certification of election results, and providing reports the appropriate county and state officials.
9. Responsible for Town boards, i.e. review of board minutes, communicating with and assisting board chairpersons and members.
10. The Clerk serves as the human resources coordinator, maintaining all personnel records both active and non active, conducts employee in-processing, swearing in employees and administering loyalty oaths to applicable employees.

11. Drafts letters and memoranda as a result of the Town Commission meeting or a the request of the Mayor, distributes specific required documents to local, state, and federal agencies including TRIM (Truth in Millage) compliance.
12. Conducts research, compiles reports/information for the Mayor, Commission, and various public agencies and organizations.
13. Supervises the operations of the Town Clerk's office.
14. Prepares monthly financial packets to the Finance Committee for review.
15. Processes accounts payable, receivable, and payroll. Maintains financial records in preparation for the annual audit.
16. Coordination of Codification of all ordinances for the code book.

#### **EDUCATION AND EXPERIENCE**

Bachelors degree desired, Associates degree, or High School diploma or equivalent and Certified Municipal Clerk (CMC) or equivalent experience. Three (3) years increasingly responsible work involving general office management, business and financial skills and professional training and development opportunities such as those approved by the International Institute of Municipal Clerks (IIMC), Florida Governmental Officers Association (FGOA), Florida Association of City Clerks (FACC) and Florida Institute of Government (FIG). A comparable amount of training, education or experience may be substituted for the minimum qualifications.

#### **MINIMUM QUALIFICATIONS**

##### KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge, organization, function and activities of municipal government.
2. Knowledge of State and Federal laws regarding:
  - A. Records Retention
  - B. Elections
  - C. Payroll
  - D. Fair Labor and Standards
  - E. Florida Government in the Sunshine Laws
3. Knowledge of municipal codes and ordinances, state statutes, and must become familiar with the code of ordinances of the Town of Melbourne Village.
4. Employ current principles and practices of office procedures and management.
5. Full charge bookkeeper through trial balance, conducting the hands on accounting and bookkeeping tasks of the Town in an accurate and timely manner, in accordance with State requirements and regulations regarding accounts payable, accounts receivable, ad valorem taxation and records keeping.
6. Advise the Mayor and committee chairs of the legal requirements, rules and procedures governing meetings of the Town Commission, Town Boards and committees.
7. Prepares draft ordinances, resolutions, and other municipal documents.
9. Coordinate a wide range of activities and programs related to the Town Office.

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10. Maintains a formalized information management system, hard copy and/or electronic, for the Town Records in accordance with the needs of the Town and State Records Retention laws.
11. Hands on use and comprehension of computer programs, including some DOS commands.
12. Establishes and maintains effective working relationships with the Mayor, Town Commission, Department Heads, Town Employees, and the general public.
13. Skilled in administration and supervision of office staff and programs.
14. Works additional meetings outside of regular office hours, as well as regularly scheduled hours.
15. Prepares, types, transcribes, proofreads and publishes agendas and accurate minutes of the Town Commission Meetings.
16. Operates computer, calculator, tape recorder, telephone, FAX machine, and copier as required.
17. Performs specific tasks as required by state law, Town code, and/or the Mayor's direction.
18. This is a salaried exempt position, minimum 40 hours per week, meeting attendance as required.

### **LICENSES, CERTIFICATIONS, OR REGISTRATIONS REQUIRED:**

Certificate of completion from the Florida Association of City Clerks Institute - 3 year certification program required for Certified Municipal Clerk (CMC) or working towards certificate of completion of CMC program.

Must possess a valid Florida Drivers License

### **PHYSICAL/MENTAL REQUIREMENTS**

Ability to hear, speak and understand conversations in English in various tones of voice and to distinguish between voices speaking simultaneously. Ability to see and read letters, numbers, words, characters, and symbols, as well as to identify color. Ability to print and draw letters, numbers, words, characters and symbols which are legible and understood by others. Ability to lift, carry, push, or pull items which weight up to 15 pounds. Ability to carry items for a distance which ranges from 10 feet to no more than 300 yards. Ability to lift items (weighing less than 15 pounds) up to or down from waist height. Ability to learn complex tasks and remember how to complete tasks without assistance once trained. Ability to effectively work under pressure/stress with extreme accuracy. Ability to work various hours of the day, from 7:30 am to 12 midnight. Ability to work occasional long days (12 hours or more) with appropriate brakes.

THIS JOB DESCRIPTION IS NOT INTENDED AND SHOULD NOT BE CONSTRUED AS AN ALL INCLUSIVE LIST OF ALL THE RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THIS POSITION. WHILE IT IS INTENDED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, MANAGEMENT RESERVES THE RIGHT TO MODIFY, ADD OR REMOVE DUTIES AND ASSIGN OTHER DUTIES AS NECESSARY. THIS JOB DESCRIPTION DOES NOT BY ITSELF CONSTITUTE A WRITTEN OR IMPLIED EMPLOYMENT AGREEMENT.