

The Deputy Town Clerk:

Serves as principal assistant to the Town Clerk/Treasurer in planning, organizing, directing, and coordinating administrative and accounting activities. Provides primary front-desk and phone contact for our residents and other clients. Functions in an administrative capacity to provide highly accountable, confidential support. Facilitates daily administrative operations, including rental of the Town's Hester Wagner Community House. Performs administrative and clerical work for Town Clerk's office and Building Department; provides administrative and clerical support for the Public Works Department; records and transcribes minutes in the absence of the Town Clerk/Treasurer, and oversees the maintenance of official files, records, and documents; works independently and assists in managing and maintaining official records of the Town; does related work as required. All work is performed under the general direction of the Town Clerk/Treasurer, but incumbent exercises independent judgment in many routine matters.

ESSENTIAL FUNCTIONS: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. It is not necessarily descriptive of any one incumbent in the position. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

Serves as acting Town Clerk, conducts duties and assumes authority for the administrative responsibilities of the Department in the absence of the Town Clerk.

Manages agenda and meeting content preparation.

Reviews agenda items, manages, prepares and posts agenda, notices, and Commission packets; prepares presentations; attends daytime and evening official meetings; conducts recording secretary duties as needed in the absence of the Town Clerk.

Attends Town Commission meetings and other meetings as required. Sets up and prepares room prior to meetings.

Reviews and prepares public record requests.

Performs follow-up activities resulting from Commission meetings; ensures that resolutions and ordinances are in proper format and that Commission actions are tracked, and followed up.

Provides administrative support to the Mayor and Commission; recommends modifications to Town Clerk programs, policies, and procedures.

Prepares and records documents with the Brevard County Clerk of Courts.

Oversees Town official records file maintenance; ensures that documents are recorded and filed properly, both in hard copy and electronically, and provides task supervision for part time records clerk.

Assists in maintaining the accuracy of the Code of Ordinances; receives and distributes the supplements; receives requests for and performs the necessary research to provide information pertaining to the Code of Ordinances or other legal documents.

Assists with Town elections and preparation of election materials; explains election packet content to candidates.

Maintains employee records and required state and federal postings and forms.

Performs basic bookkeeping functions; processes accounts receivable through bank deposit and accounts payable through preparation for payment. Assists with other accounting and payroll matters as directed.

Assists with annual budget preparation.

Processes and tracks paperwork for building permit program.

Performs related tasks as directed when such duties are logical and appropriate.

Assists with the managing of the Town's website.

Serves as essential personnel during special events, natural or man-made disasters, and emergencies.

MINIMUM QUALIFICATIONS

Requires an Associate's degree (AA or AS) or Certified Municipal Clerk (CMC) designation and three years of related experience. Extensive office management experience may be considered in lieu of degree.

If applicant does not have the CMC certification, Institute training must be completed within five (5) years from the date of hire.

Requires experience with the practical application of current office systems technology and associated software including accounting programs,

document imaging software, and Microsoft office or closely-related experience.

Requires a Florida Notary Public Commission or the ability to obtain the same within 60 days from the date of hire.

GENERAL APPLICATION INFORMATION

As part of our commitment to a drug-free workplace, successful applicants are required to pass a drug test as required by Florida law. Refusal to take a test, or failure to pass the test according to minimum standards, is cause for disqualification.

Applications are available at the Melbourne Village Town Office, 555 Hammock Rd. M-F 9:30am to 3:30pm, or at www.melbournevillage.org.

EOE-Drug-Free Workplace