

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CLERK COORDINATOR (Job Code 303).

GENERAL STATEMENT OF JOB

Under direction of the City Clerk, provides supervision and coordination for a broad range of support functions and acts as primary secretary to the City Commission, City Clerk and Assistant City Clerk. Employees in this class generally possess extensive departmental knowledge and strong clerical/keyboard skills. Employees must be able to handle a variety of responsibilities in a fast paced work environment. Duties include a variety of secretarial tasks and significant public contact. Additionally, the job requires the coordination of several work projects and tasks simultaneously. Work involves performing secretarial duties for the City Commission, City Clerk, and Assistant Clerk relieving them of administrative details. Employees in this class are responsible for considerable discretion due to the sensitive and confidential nature of information processed at this level. Duties range from extensive record keeping and report maintenance tasks to researching city records at the request of the City Attorney, City Manager, City Clerk, City Commission, and the general public. Position shares responsibility of maintaining and protecting permanent official municipal documents in accordance with state laws and regulations. The incumbent prioritizes tasks and usually performs such independently with little supervision or review necessity. Position acts in the capacity of Assistant City Clerk, Clerk to the Special Magistrate, or Records Coordinator during their absence. Attendance may be required at evening meetings in addition to regular work hours.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Acts as secretary to one or more senior administrative officials in a particular department, and evaluates and supervises the training and scheduling of duties for clerical support staff of the assigned division.

Composes, edits, and prepares correspondence, memoranda, requisitions, reports, and other departmental documents; takes minutes at official meetings of the city; and transcribes minutes.

Prepares and maintains various records and reports, processes and checks for accuracy, and files various reports and other documents in accordance with established procedure.

Maintains records on file for reference by employees, and acts as liaison to/for assigned division in related matters.

Transmits administrative directives and division/city policies to personnel throughout department.

Compiles, prepares, and ensures the timely distribution of daily/weekly/monthly/annual reports, news releases, invoices, public service announcements and other relevant materials appropriate to assigned unit.

Updates and maintains specialized filing systems; performs a variety of essential records keeping duties, and manages department record keeping and filing system.

Prepares, schedules and distributes the agenda for Official Public Meetings.

Maintains department calendar, arranging scheduling for meetings, interviews, travel, equipment repair and service, and department functions.

Processes various forms required of assigned department, i.e., personnel forms, invoices, work orders, Worker's Compensation, purchase orders.

Responds to telephone, electronic and in-person inquiries; greets the general public and city officials; answers various inquiries, including public records; provides information on departmental services.

Performs tasks and assignments as directed by the City Clerk.

Performs Emergency Response tasks and assignments as directed by the City Emergency Response Director or authorized Emergency Response subordinate.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in Public Administration or Business Administration, or related field of study. Incumbent must possess at least two (2) years of full-time work experience in a municipal or a county government position whose responsibilities include the preparation of agendas for official public meetings. Position requires an emphasis in advanced office functions, supplemented by five (5) years of progressively responsible office support experience.

Shall obtain and maintain State of Florida Notary Public status.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Demonstrates the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving oral instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations that range from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret problems and draw valid conclusions in program coordination development.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must consistently demonstrate the ability to speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Demonstrates the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting and filing documents.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of colors.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Environmental Requirements: Tasks are performed with infrequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of advanced office support functions.

Knowledge of business English, the application of such to a variety of formats and styles, and editing principles and techniques.

Knowledge of report and record keeping principles and techniques, and filing principles and methods.

Knowledge of Florida Statute Chapter 119 – Public Records.

Knowledge of and experience in the responsibilities required for the preparation of an agenda for an official public meeting, as well as in the maintenance and disposition of public records.

Ability to utilize computer software applications such as, but not limited to, Microsoft Word and Microsoft Excel.

Ability to demonstrate and utilize supervisory techniques and principles.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

Ability to establish and maintain effective working relationships with supervisor(s), support staff, city commission, city administration, the public and other departments.

Ability to analyze, organize and review work for efficient results and accuracy, and demonstrate the ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss

potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date