

**CITY OF LAUDERHILL  
CLASS DESCRIPTION, ~~2016~~ 2020**

**POSITION TITLE: DEPUTY CITY CLERK**

**GENERAL DESCRIPTION OF DUTIES**

Under limited supervision of the City Clerk, performs highly responsible managerial and administrative work organizing, supervising and coordinating the operations as assistant to the City Clerk, in his/her duties as custodian of the official records and documents, supervisor of elections and assisting in all proceedings of the City Commission meetings and assumes the duties of the City Clerk in his/her absence. Position is responsible for liaison with the City Commission, communicating with citizens, supervising support staff, and performing administrative duties in support of the City Clerk's office. Performs related work as directed by City Commission and City Clerk.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Assumes duties and functions of City Clerk in his/her absence.

Performs supervisory functions such as assigning work, setting standards, reviewing work, counseling, and disciplining.

Attends City Commission meetings; assists with preparation of commission, safe neighborhood district and board agenda and related materials; performs all functions associated with transcription and preparation of meeting minutes; and distributes minutes to all interested parties.

Handles inquiries from city personnel and citizens regarding city business.

Assists in conducting city elections.

May administer Oath of Office to elected and appointed members of City Boards and Committees.

Assists in the preparation of budget; monitors expenditures and invoice payments.

Performs routine office functions such as preparing correspondence, making travel arrangements, and conducting surveys.

Responsible for all aspects of the records management function of the department including, scheduling and destruction.

Assists the City Clerk in preparing departmental policies and procedures; liaisons with other departments to coordinate special projects.

Communicates clearly and effectively both orally and in writing.

Maintains Florida Public Notary Commission.

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Liaises with city boards as determined by City Clerk.

Oversees city website and electronic software programs for commission agenda and records management programs.

Maintains list of all city advisory boards/committees; processes documents required for the application and appointment of members.

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

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine office functions such as filing, faxing, and ordering supplies.

Performs related duties as directed by City Clerk and City Commission.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Business or Public Administration or similar course of study; supplemented by a minimum of five (5) years previous experience and/or training that includes complex office work administration, preferably in a supervisory role; records management experience, and/or office practices and technology; or an equivalent combination of education, training, and experience.

### **SPECIAL REQUIREMENTS**

Records Management Certificate

Certified Municipal Clerk (CMC) preferred (must obtain within five years)

Must be proficient in Microsoft Word and Excel

Florida Notary Public License

### **PERFORMANCE APITUTDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence.

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**Equipment/ Machinery:** Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, description, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic-poisonous agents, violence, disease, or pathogenic substances.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.