

Town of White Springs, Florida

Job Title: Town Clerk

Form of Government: Council / Town Manager

Office Location: Town Hall

Status: Full Time Exempt

Salary Range: \$ 26,000 - \$ 40,560 (**DOQ**)

Closing Date: September 30, 2020

Website: www.whitesprings.org

Address: 10363 Bridge St., White Springs, FL 32096

Community Description: The Town is approximately 1.8 square miles in size and is located in Hamilton County on the banks of the Suwannee River. It is approximately 13 miles from Lake City, 15 miles northeast of Live Oak and 18 miles south of Jasper (County seat). It has an estimated population of 752 persons.

Job Summary: Administrative and professional work assisting Town Manager. Serving as Town Manager during absences of the Town Manager. The person in this position must have excellent writing, authenticating, and presentation skills. Prepares agenda for council meetings, attend and takes minutes and manage recordings of teleconferencing and/or in person Town Council meetings. Custodian of Town records, documents, and all papers of the Town. Custodian of Town Seal and attest all legal documents. Arranges for and supervises Town elections. Responsible for the retention of all records as required by State and Federal law.

ESSENTIAL JOB FUNCTIONS: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. 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.

- To give notice of Council meetings to its members and the public
- To attend all Council meetings and keep electronic recordings and minutes of the proceedings which shall be public record
- To be the Custodian of all records, documents and papers of the Town
- To be the Custodian of the official seal of the Town and be authorized to affix the seal to such instruments of writing as is necessary

POSITION DESCRIPTION-TOWN CLERK

- To attest all documents, contracts and agreements to which the Town is a party as required by law.
- To administer oaths as necessary
- To arrange for and supervise all Town elections
- To prepare the agenda for all Town Council meetings
- To keep properly indexed books of all ordinances and resolutions passed by the Town Council. The Clerk shall also keep the Town Charter updated and enter all Charter amendments
- To be responsible for the records retention program in accordance with State law
- To keep an accurate up-to-date account of all moneys due to the Town, all receipts and disbursements of the Town, all assets and liabilities and all appropriations made by the Town Council; furnish the Town manager at any time, such report, data and information as may be necessary to fully inform the Town Council as to the financial affairs of the Town. Keep regular books of accounts in which shall be entered all indebtedness of the Town and which shall at all times show the financial condition of the Town
- Be responsible for the supervision of all personnel of the Town Clerk and Accounting Department.
- Be responsible for recommending to the Town Manager for approval by the Town Council, the establishment of additional full time departments within the Town Clerk's office to accommodate administrative and/or accounting overload caused by growth, expansion, and/or increased state and federal reporting requirements.
- To perform such other duties as may be required by the Town Manager, Mayor, and Town Council as well as other duties required by ordinances of the Town of White Springs and the laws of the State of Florida.

MINIMUM QUALIFICATIONS:

Associate of Science (AS) Degree and at least five years of progressively responsible administrative experience in a municipal government or public administration environment.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License...An active municipal clerk certification is a plus.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficient with Microsoft Office 365 Office Professional Suite of applications and QuickBooks Desktop Pro 2020 financial/accounting software.
- Skilled at operating electronic recording equipment and transcribing audio to written meeting materials.
- Must be adept at clearly communicating information both verbally and in writing.

POSITION DESCRIPTION-TOWN CLERK

- Ability to effectively plan, direct and supervise others and provide written directives.
- Ability to establish and maintain a professional effective working relationship with associates and to interact with all levels of employees, City officials and the public.
- Ability to exercises sound judgment and discretion in decision-making and all phases of responsibilities.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to read, update and maintain various records and files.
- Ability to perform basic mathematical functions.

PHYSICAL ABILITIES REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB:

- Have good vision and hearing; ability to distinguish basic colors.
- Ability to periodically walk, stand, and sit for prolonged periods.
- Ability to lift moderate weights of up to 44 pounds.
- Ability to manage frequent stressful situations with the public at large.

Interested applicants should submit applications, resumes and cover letters electronically to the Town Clerk at clerk@whitespringsfl.us or tjones@whitespringsfl.us