

**CITY OF FLORENCE, KY
POSITION DESCRIPTION**

Position Title: City Clerk
Department: Administration
Reports to: (Title) City Coordinator
FLSA Status: Non-exempt

Effective: June 2009
Revised:

GENERAL RESPONSIBILITIES: Under legislative direction and the direct supervision of the City Coordinator, serves as City Clerk pursuant to K.R.S. 83A.085, Secretary to the Code Enforcement Board, custodian of the seal of the City and official municipal records, does work as assigned.

ESSENTIAL JOB FUNCTIONS:

- Maintains signatory authority for certain documents, bonds, liens or releases, deeds.
- Serves as Secretary-Treasurer to the City of Florence, Kentucky Public Properties Corporation.
- Prepares the agenda and packets for City Council. Notifies media of meeting agendas in accordance with statutory requirements.
- Prepares the agenda and packets for Code Enforcement Board members. Notifies media of meeting agendas in a timely manner.
- Attends all regular and special Council meetings and hearings, as well as all Code Enforcement Board meetings and hearings.
- Prepares accurate transcription of minutes of Council proceedings before the next regular Council meeting.
- Prepares accurate transcription of minutes of the Code Enforcement Board proceedings before the next regular Code Board meeting.
- Oversees recording, publication, distribution and filing of all ordinances, municipal orders, legal notices, executive orders and resolutions for both City Council and the Code Enforcement Board.
- Maintains the City's records management system in accordance with the Kentucky Department for Libraries and Archives.
- Acts as custodian of the City seal and of all official records.
- Assists with creative writing, editing and proofreading of media releases, announcements, documents, correspondence, and promotional materials produced by the City.
- Assists with photographing events, facilities, individuals, etc. for use in City promotional materials.
- May be called in at any time for unscheduled or emergency work activities.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Business, Public Administration, Journalism or a closely related field, supplemented by at least three years of progressively responsible experience in business, education, public administration, or any combination of education, training and experience which provides the knowledge, skills and abilities to effectively perform the duties of the position.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must be highly skilled in proper grammar, spelling, and punctuation.
- Must have excellent ability to proofread and edit documents.
- Must be highly skilled in recording, transcribing and paraphrasing meeting minutes.
- Must have extensive knowledge of local government operations, legal requirements, and records management.
- Must have extensive knowledge of contemporary office practices, procedures and equipment.
- Must possess organizational and administrative skills.
- Must be skilled in public speaking.

good judgment and common sense; maintain professional conduct, demeanor and appearance when representing the City; effectively supervise subordinates; advise, counsel and negotiate.

SPECIAL REQUIREMENTS:

- Must possess ability to acquire considerable knowledge of risk management and safety measures pertinent to municipal operations.
- Must be bondable.
- Must possess valid Driver's License and remain insurable to operate City vehicles.

PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Must have ability to sit continuously at a computer workstation for periods of up to two hours.
- Must have ability to operate a vehicle and standard office equipment including copier, computer, fax machine, etc.
- Must have ability to reach into all file drawers in standard four-drawer filing cabinets.
- Must have visual ability sufficient to effectively operate office equipment, read and write reports, correspondence, instructions, etc.
- Must have hearing ability sufficient to hold conversation with other individuals both in person and over a telephone or radio, and to hearing recordings on transcription device.
- Must have speaking ability sufficient to communicate effectively with other individuals in person, and over a telephone or radio.
- Must have freedom from mental limitations which would interfere with performance of duties as described herein.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.