



TOWN OF HIGHLAND BEACH

DEPUTY TOWN CLERK

The Town of Highland Beach, Florida is seeking a full time Deputy Town. The successful candidate will be flexible, highly organized, proactive, collaborative and calm under pressure. This is a highly responsible position within the Town Clerk's office, assisting the Town Clerk with legislative processes and administrative functions. The incumbent functions with considerable independence and latitude in accordance with established procedures and general direction from the Town Clerk. Excellent verbal and written communication skills, a professional demeanor, and a demonstrated ability to work efficiently and accurately are desired.

Qualifications:

- Bachelor's Degree in business management, public administration or equivalent required.
- Experience – A minimum of five experience municipal setting required. Five or more years desired.
- Knowledge of municipal legislative process, including agenda and meeting management, municipal election, legal advertisement, records management and familiar with advisory board and committees
- Knowledge of meeting and agenda management systems, records repository systems, audio/video recording devices and public education and government channel.

This position offers a complete benefit package with a pay range of \$49,314.00 – \$78,903.00, with starting salary based on experience and qualifications.

Applications may be obtained from our web-site:

<https://highlandbeach.us/employment-opportunities/>

OR at the Town Hall located at 3614 South Ocean Boulevard, Highland Beach, FL 33487, OR by calling (561) 278-4548.

THE APPLICATION DEADLINE IS:

Open until filled with first screening of applications set for 01/30/2019.

Posted: 01/08/2019

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TOWN OF HIGHLAND BEACH

Deputy Town Clerk

Department: Town Clerk	Status: Full-Time Permanent (40 hrs./wk)
Department Code: 001-512.100	Classification: Non-exempt
Immediate Supervisor: Town Clerk	Pay Grade: 25
Directly Supervises: N/A	Salary Range: Hourly: \$23.71 – \$37.93 Annually: \$49,314.00 – \$78,903.00

Position Summary:

Highly responsible, detail-oriented administrative professional working under the direction of the Town Clerk. In the absences of the Town Clerk acts as the Town Clerk, attend Commission and administrative meetings, signs official documents and works with considerable independent judgement.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)

- Attend Town Advisory Board and Committee meetings, coordinate agenda items, prepare agendas, and transcribe meeting minutes.
- Maintain board and committee records including board applications, board member attendance, and administer new member orientation.
- Work in conjunction with the Building Department staff to ensure requirements for applications for development order approval, pertinent documents received, and filing fee is paid and scheduling of Board of Adjustment & Appeals, Planning Board, Code Enforcement or Town Commission public meeting.
- Perform customer service functions including information, and assistance related to records research, responds to routine questions, complaints, or requests for services.
- Assist with answering Town Hall switchboard, routing calls to appropriate departments, and the overall organization functions of Town Hall Administration.
- Assist with coordination and preparation of the Town Commission meeting agendas includes preparing agenda summaries and transcribe meeting minutes.
- Assist and act as back-up for public records request processing.
- Assist with records management duties includes scanning, indexing and filing, ensuring that all Town documents are maintained and/or destroyed according the State of Florida Records Retention. Schedules.
- Assist with budget preparation as assigned.
- Conducts and prepares complex reports, surveys, analyses and research projects as assigned.

- Attend Bid Meetings and accept bid packets.
- Prepare legal advertisements and public notices as necessitated by code or statute.
- Assists with the operation of the audio and video recording all public meetings.
- Assists with the municipal elections activities as assigned by the Town Clerk.
- Assists with coordination of annual town events, as necessary.
- Update Town Clerk's Office webpage and Advisory Boards and Committees webpage.

Other Duties:

Performs related work as required and directed by the Town Clerk.

Minimum Qualifications:

Education and Experience

Bachelor's Degree required from an accredited college or university, in business, public administration or related field with a minimum of five (5) years' experience in a professional office environment within a municipal government. Experience with records management, transcription and meeting management preferred. The ability to acquire Certified Municipal Clerk (CMC) designation within three to four years of employment.

Knowledge, Skills and Abilities Requirements

- Considerable knowledge of Town ordinances, municipal government, records management, legal requirements, rules and procedures of commission and board meetings, and state statute requirements.
- Ability to multi-task; plan and supervise clerical staff; prepare minutes accurately and timely; establish and maintain working relationships with town officials, employees and general public; deal with the general public with diplomacy, tact and retaining confidentiality with these dealings.
- Communicates well with public, staff and other governmental agencies.
- Ability to present ideas clearly and concisely, exceptional writing and proofreading skills.
- Ability to establish and maintain effective working relationships with department and elected officials, co-workers and the public.

Computer Equipment and Software Requirements: Include but not limited to Proficiency in Microsoft Office Products, Adobe Acrobat, Laserfiche, Granicus iLegislate and Meeting Manager, Website Management.

Physical Demands/Environmental Conditions:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and to reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderately quiet. Ability to mobilize between Town Hall and Commission Chambers.

Selection Guidelines:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Town of Highland Beach is a Drug Free Workplace and an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job History:

Created:

Revised: 05-17-2016

Revised: 12-17-2018