

MAJOR FUNCTIONS

This is responsible professional, managerial and administrative work performed under the direction of the City Treasurer-Clerk. The incumbent directs one of the six departments under the appointed official and is accountable for the operational and financial results of the assigned department. Considerable independent judgment, discretion and initiative are exercised in carrying out the daily operations of the department with efficiency and effectiveness. Performance is reviewed through review and analysis of reports prepared and recommendations made, observation of actions and of results achieved, and by direct communication between the appointed official and the director.

ESSENTIAL AND OTHER IMPORTANT DUTIES STATEMENTS**Essential Duties**

Manages the day-to-day operations of the Department. Interacts with other departments under the appointed official as well as cross-City departments. Plans, coordinates, manages, supervises, and oversees the activities and operations for administrative and or technical operations of the department and heads major initiatives. Assists the City Treasurer-Clerk in activities requiring interaction with other governmental bodies. Conducts independent research on assigned topics and prepares reports for the City Treasurer-Clerk, City Commission, and for distribution to other department directors. Manages the work of assigned personnel; delegates and reviews work assignments; hires, trains, and evaluates personnel. Manages personnel actions and issues including hiring, advancement, retrogression, dismissal, disciplinary action, training, staff development, and the grievance process, in compliance with the city policies and procedures. Prepares standard operating procedures for department; performs strategic planning for overall improvement of department services; evaluates service areas for deficiencies, formulates solutions, and develops action plans. Interacts and coordinates with all divisions and other Departments in the City.

Supervises the Records Management Department, including the processing and review of official records. Plans, organizes, and directs the activities in records management, including records retention, records warehousing, and records disposition. Administers the agency's document management system. Maintains city historical archives. Files, indexes, and maintains all City ordinances, resolutions, deeds, easements, titles, bonds, contracts, reports, agreements, cemetery records, lobbyist registrations, and governing body meeting records. Supervises the codification of the city code book and maintains custody of the City Seal. Coordinates City responses to public records requests. Performs various clerking functions, including preparation of minutes for City Commission meetings. Serves as liaison with the Leon County Supervisor of elections on matter related to City elections. Advertises or monitors the newspaper publication \ advertising of ordinances and public hearings to ensure compliance with state law and local requirements. Supervises the routing and execution of contracts and associated instruments, recording of documents in the Leon County official records, and associated tasks. Establishes controls to insure the completeness and integrity of all official records. Develops quality and productivity improvement capabilities to improve services and effectiveness.

Prepares, maintains, and monitors department budget. Prepares reports, correspondences, and agenda items. Performs general administrative tasks and other related work as required. Conducts performance evaluations and approval or disapproval of merit increases. Approves leave, disciplines employees. Performs general administrative tasks and other related work as required. Develops quality and productivity improvement capabilities to improve services and effectiveness..

Other Important Duties:

Completes special projects as assigned. Serves on ad hoc and cross-functional teams to represent the department's position. Represents the City and its viewpoints at conferences, seminars, workshops, and meetings, as applicable. Performs related work as required.

DESIRABLE QUALIFICATIONSKnowledge, Abilities and Skills

Thorough knowledge of the City Charter and ordinances, the Home Rule Powers Act (Ch. 166, F.S.), the Florida Public Records Act (Ch. 119, F.S.), the Florida Sunshine Law (Ch. 286, F.S.), the Florida Ethics Code (Ch. 112, F.S.), and the Florida Elections Code (Chs. 99-107, F.S.) Thorough knowledge of the state statutes, regulations, and standards relating to the maintenance, safeguarding, security, and disposal of public records. Thorough knowledge of standard techniques as applied to the operation and maintenance of a complex filing and records management system. Thorough knowledge of modern office practices and procedures. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to communicate clearly and concisely, orally and in writing. Ability to plan, organize and direct the work of subordinates. Ability to establish and maintain effective working relationships Skilled in the use of information technologies and the associated programs and applications necessary for successful job performance. Demonstrates interpersonal facilitation .

Designation as a Certified Municipal Clerk (CMC) via the International Institute of Municipal Clerks (IIMC). Designation as a Florida Certified Records Manager (FCRM) via the Florida Records Management Association.

Minimum Training and Experience:

Possession of a bachelor's degree in business or public administration, information technology, or related field, and four years of professional and administrative experience in records management,; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Established: 03-13-86

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07-14-95
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