

**ORDINANCE NO. 610**

**AN ORDINANCE AMENDING AND ADOPTING THE CITY CLERK JOB DESCRIPTION; AMENDING ALL ORDINANCES, RESOLUTIONS, MOTIONS OR OTHER ACTIONS IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council has determined that it is in the best interests of the people of the City of Mexico Beach that this ordinance be enacted, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF MEXICO BEACH, FLORIDA:

**SECTION 1.** That the job description for the City Clerk be amended as shown on "Attachment A" of this ordinance.

**SECTION 2.** All ordinances, motions, resolutions, or other previous actions in conflict herewith are hereby amended.

INTRODUCED at the Regular Meeting of the City Council on the 10<sup>th</sup> day of September 2013. Adopted at the Regular Meeting of the City Council on the 8<sup>th</sup> day of October 2013.

CITY OF MEXICO BEACH, FLORIDA

  
William A. Cathey, Mayor

ATTEST:

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Chris Hubbard, City Administrator



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# ATTACHMENT A

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# CITY OF MEXICO BEACH

## *JOB DESCRIPTION*

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### CITY CLERK

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**DEPARTMENT:** ADMINISTRATION

**GENERAL DESCRIPTION:**

Responsible for Records and Accounting administration of the City of Mexico Beach by directing and coordinating all phases of the City Clerk's administrative responsibilities.

**ESSENTIAL JOB FUNCTIONS:**

1. Responsible for maintaining all official City documents and records
2. Overall responsibility for preparing and monitoring the City budget. Performs accounting function for the general fund and conducts general financial function and administration. Compiles fiscal estimates and fiscal projects. Maintains accounts payable and receivable plus the general and subsidiary ledgers. Prepares all financial statements. Overall, act in the capacity of the City treasurer. Reviews financial policies and makes recommendations to the City Council. Acts as liaison for external auditors. Prepares monthly financial statement to present to City Council and City Administrator.
3. Attends council and other meetings and supervises the preparation and indexing of council minutes. Coordinates agendas, documents and provision of liaison including scheduling of meetings and public notices.
4. Prepares and conducts municipal election administration and activities.
5. Attends bid opening and assures contracting rules and regulations are followed.
6. Maintains all Personnel records and assures that personnel action as complete and accurate.
7. Performs administrative support and other duties as required.
8. Insures the City is in compliance with all State of Florida, GAAP rules, regulations and laws as well as any other legal or accounting requirements.
9. Meets with citizens to provide information and resolve complaints.
10. Responsible for bank reconciliation of all funds and all accounts.
11. Responsible for financial oversight and reporting for all grants received by the City.
12. Responsible for creation of all ordinances and resolutions pertinent to the position; responsible for attesting all ordinances, resolutions, and other legal documents of the City.
13. Maintains and/or coordinates maintenance, repairs, updates to all information technology systems.
14. All other duties, tasks, and responsibilities as assigned by the City Council.

**QUALIFICATIONS – KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of governmental accounting principles and practices. Knowledge of the ordinances, policies,

resolutions and procedures of the City. Knowledge of modern management practices and principles. Knowledge of archives and records management laws, systems and technology. Knowledge of election laws. Ability to input and retrieve data via computer. Ability to access needs and prioritize and the ability to communicate effectively in writing and orally, laws and administrative policies governing municipal activities and of operations of municipal government. Ability to delegate authority and responsibility to subordinate department heads and to maintain an effective organization. Ability to express oneself clearly in writing and orally and appear before groups of taxpayers and the Council to present data and program which enhance the efficient operations of the City.

**EDUCATION AND EXPERIENCE:**

A four year college degree is preferred but a minimum of two years post high school education is acceptable. Two years experience in progressively responsible related accounting work preferably with a government agency.

(Experience can be substituted for education requirements. Experience qualification can be waived or altered provided incumbent has clearly demonstrated experience of a nature that demonstrates capability to quickly perform at a high level.)

**LICENSES, CERTIFICATES AND REGISTRATIONS:**

CMC and AAE designation desirable (through International Institute of Municipal Clerks). Must be bondable.

**ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight and hearing (with or without glasses or hearing aids).  
Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.  
Ability to access input and retrieve information from a computer.

**ENVIRONMENTAL CONDITIONS:**

Works inside an office environment but must be able to also work outside.