

POSITION DESCRIPTION

POSITION TITLE: City Clerk / HR Director / Risk Manager

DEPARTMENT: Finance/Administration

REPORTS TO: City Manager

EXEMPTION STATUS: Exempt

| | <u>Minimum</u> | <u>Median</u> | <u>Maximum</u> |
|-----------------------|----------------|---------------|----------------|
| <u>SALARY RANGES:</u> | \$60,475 | \$77,091 | \$95,178 |

MAJOR FUNCTIONS:

Professional position responsible for specialized, and technical work carrying out City Clerk duties and responsibilities, and assisting the City Manager in the performance of his/her duties, which include the receiving and routing of requests and complaints from the public, composing correspondence and reports, maintaining general files and records, making travel arrangements for meetings and conferences, and, in general, relieving the City Manager of routine administrative and clerical functions. The City Clerk also carries out functions related to human resources, safety requirements, risk management, and purchasing that in larger cities would be performed by other employees.

For human resources, the City Clerk maintains personnel files for non-police department employees, conducts new employee orientations and exit interviews, coordinates with the City's health insurance advisor on matters/questions related to the City's health insurance plans, and processes records concerning the hiring and/or firing and promotion/demotion of non-police department employees.

For risk management, the City Clerk manages workers' compensation claims, general liability claims, property claims, auto claims, safety initiatives, property and inland marine schedules, hometown health awards, Florida municipal safety initiatives, and records loss runs for the City.

For purchasing, the City Clerk manages the purchase of office supplies and related item by seeking competitive prices, processes purchase orders and tracks payments, and seeks competitive prices and coordinates the leasing of such equipment as office copiers.

DUTIES AND FUNCTIONS:

1. City Clerk Duties and Functions

Maintain alphabetical and chronological files and records of office correspondence, documents, reports, and other electronic materials; maintain control records on action documents and follow up on work in process to assure timely reply or action; perform research as needed; process, advertise, record and file ordinances, resolutions, and legal notices, and certifies copies upon request of staff and public; coordinate records management for City documents, including retention and destruction in accordance with state regulations; attend all City Commission meetings, and other boards/committee meetings as needed; prepare material for Commission and Board meeting if necessary; record and

transcribe minutes of various meetings; maintain electronic storage and indexing of minutes; in the absence of the City Manager, prepare meeting agendas and Commission / Board meeting books; codify approved ordinances; provides responses to subpoenas, and performs other record custodian related duties; assist in the advertising of the City's annual budget and record and file adopted budget; prepare Request for Proposals and Request for Bids for goods and services; arrange required registrations, travel arrangements and reservations for meetings and conferences for Commission and staff; ability to present to the Commission any changes in Ordinances, Resolutions, Requests for Proposals, and Request for Bids at a Commission meetings; manage requisitions; compare prices for purchases of equipment; implement centralized purchasing of office supplies for all departments; perform or supervise clerical work related to all phases of operation of the office of the City Manager, including supervision of office personnel as required; receive and respond to public records requests in an accurate and timely manner, in accordance with Florida law; provide notary public services; coordinates local elections with the St. Johns County Supervisor of Elections; manage the issuances of business tax receipts; perform related work as required and/or assigned; and responsible for the City seal and certified City documents.

2. Human Resources Director Duties and Functions

Process all personnel forms in compliance with Federal, State and City requirements; maintain personnel records, such as employment applications, personnel action forms, leave records, longevity records; onboarding of all new employees; exit interviews with all employees; advise new personnel on all life, dental, medical, vision, employee assistance programs and retirement benefits; have employees sign for receipt of Personnel Manual, Safety Manual, Harassment policy, anti-drug policy, benefits received; have all human resources paperwork required by the City be signed; open-door policy for all employees to give complaints and investigate complaints; recommend solutions to City Manager, Directors, or City Attorney regarding the complaints; advertise for all employee positions; part of the committee hiring interviewing process for all non-sworn employees; and selects candidates with hiring committee.

3. Risk Management Duties and Functions

Directly responsible for all workers' compensation claims throughout the City; notifies insurance company of the claim and details of the accident; responsible to notify insurance company of any claims, such as, vehicle accidents, slip and falls, lawsuits, etc.; investigates information for insurance company to help settle claims; maintain claims until completion; interact with counsel until claim has been completed; insure that all City vehicles are insured; manage an audit every three years on property and inland marine schedules for insurance purposes; manages auto claim forms, general liability claim forms, property claim forms, workers' compensation forms, safety guidelines, auto schedule of all City vehicles, and hometown health reports; manages loss run reports; and insurance invoicing.

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of the Deputy City Clerk and Record Clerk positions, oversee the supervision in the Clerk's Department.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration. In lieu of bachelor's degree in Public Administration, six years' municipal government experience or an equivalent combination of education, training, and experience. Certified Municipal Clerk (CMC) is required. Master Municipal Clerk (MMC) is preferred.

SKILLS AND ABILITIES:

Proficiency in Microsoft products, Laserfiche Client 10, DCR recording system, Employer BenTek for insurance, and Acrobat.

Knowledge of personnel practices, records management, and organizational structure of municipal government.

Knowledge of office management practices, including record keeping, information technology, etc.

Skill in dealing with the public and interacting with other elected officials with the ability to deal with demanding situations in the office as they arise.

Ability to understand legal documents and the language used in the development of laws, statutes, and ordinances.

Ability to interact effectively with outside agencies, including other local and state governmental agencies.

Must possess a current Florida driver's license or obtain the license within two months after date of hire by the City.

Ability to transcribe minutes of Commission or Board meetings if necessary.

Provide training for employees.

Communicate well with employees on personnel matters.

Manage staff responsible for petty cash and credit cards for licenses and business tax receipts.

Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of insurance and human resources for employees.

Requires comparison purchasing for all City departments.

Requires the ability to exercise judgement.

Ability to write policies and procedures for personnel, ordinances, resolutions, advertisements, and proclamations.

Requires organizational and multi-tasking skills.

PHYSICAL DEMANDS

Must have the manual dexterity to operate the office equipment required to carry out responsibilities. Ability to speak standard English clearly to the public and to other employees, both in person and over the telephone.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

The City of St. Augustine Beach, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.