



TOWN OF BRONSON
JOB DESCRIPTION
TOWN CLERK

Established Date: May 19, 2014

Revised: 11/02/2017

Functions:

- ◆ Performs highly responsible management, administrative, and professional duties as directed by the Mayor and Town Council. Additionally, works very closely with the Town's professional staff; Town Attorney, Engineer and CPA Auditor. Provides visionary innovative leadership, supervision and general direction for department heads.
- ◆ The Clerk exercises a high degree of independence, initiative, and professional expertise in the daily administration and management of municipal operations in accordance with policies established by the Town Council, the Town Charter, Town Ordinances (including Bronson Land Development Regulations), and State and Federal laws, regulations, and guidelines.
- ◆ Directs and manages the operations of the Town: trains, establishes policies and procedures for overall Town functions; oversees and participates in the resolution of inquiries and complaints from the public and other organizations; and establishes, monitors and evaluates progress toward the goals and objectives of the Town.
- ◆ Serves as a liaison between Town staff, the Mayor, and the Town Council: attends all meetings of the Town Council; briefs Council Members on pending agenda items and other Town issues; responds to inquiries and provides the Mayor and Council Members with information on the status of Town operations and projects; provides analysis as needed to assist the Mayor and Council to make informed policy decisions; prepares meeting agendas; and provides administrative support to the Mayor and Council Members as needed.
- ◆ Oversees operations of all Town departments: serves as a liaison between the Mayor and Council and department heads, keeping the Mayor and Council apprised on departmental activities; assists departments with resolution of problems requiring the attention of Town management; monitors and evaluates progress of departments toward the goals and objectives of the Town.
- ◆ Performs financial and managerial analyses for the Mayor and Town Council pertaining to Town operations and programs under consideration: gathers information relevant to topic; evaluates data and makes recommendations based on findings; prepares reports; and makes presentations to the Town Council and other interested parties.

- ◆ Facilitates problem solving at all levels in the organization: works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; responds to inquiries from the public regarding issues unresolved at the departmental level.
- ◆ Facilitates internal and external communication throughout all levels of the organization: conducts meetings with department heads and key management staff; focuses individual departmental efforts on the overall goals and objectives of the Town; serves as a liaison between the Mayor and Town Council and staff.
- ◆ Responsible for the preparation of the annual budget; prepares departmental budget for the Administrative Office; reviews departmental budget requests from all Town functions for inclusion in the administrative recommendation to the Town Council; coordinates the scheduling of budget meetings; and ensures compliance with all legal and procedural requirements.
- ◆ Coordinates special projects for the Town, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services: defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; and provides administrative support to the project as needed.
- ◆ Oversees professional contractors and/or consultants providing services for Town projects: participates in the evaluation and selection of contractors/consultants; interfaces with and monitors the contractors/consultants to ensure timely and quality completion of project; facilitates cooperation with the project throughout the organization; and provides information and support as needed.
- ◆ Assist the Mayor and Town Council with strategic and long-range planning for the Town: participates in planning efforts at the local and regional level; keeps Town Council apprised of developments at the state and federal level that impact the Town; monitors pending legislation for impact on the Town; oversee compliance with new legislation.
- ◆ Represents the Mayor, Town Council, and the Town at various meetings, functions, and events: serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from other municipalities, school board, chamber of commerce, authorities, and commissions; provides information about Town operations; participates in discussions and decisions; and keeps the Town Council apprised of activities.

Schedule: Full time position (40+ hours per week) Monday through Thursday Hours of work will be 7::00 a.m. to 5:30 p.m. Overtime as deemed necessary.

Specific Duties and Responsibilities:

Administration:

- Performs day to day administrative tasks, including maintain records, reports and files.
- Answers customer questions via phone, in person on all matters concerning Town business.
- Maintain Council calendar, and travel arrangements.
- Oversees the day to day activity of all staff and departments.
- Collaborates with Council and staff to assist in the development and implementation of goals, objectives, policies, and priorities.
- Handles complaints, settling disputes, and resolves grievances and conflicts according to Town Ordinances or Policy and Procedures set and adopted by Council.
- Coordinates the Work and Activities of Others.
- Oversees and serves as backup for payroll processing, utility billing, daily water work, garbage issues and accounts payable processing.
- Prepares oral and written reports, correspondence, bid advertisement specifications and listings.
- Reviews purchase requests from department heads for accuracy and compliance with budgetary appropriations, guidelines and policies.
- Represents the Town of Bronson in meetings and conferences before representatives of state, county, and federal agencies, public utilities, professional groups, local civic clubs, and other citizen groups.
- Assist with sports registration, ordering supplies, concession, and equipment distribution.
- Assist Fire Chief with ordering supplies, personnel issues, grant admin, and other daily business. Preparation of Fire Department Quarterly reports.
- Responsible for entering Cemetery plots into mapping software, collecting payment and adding additions to maps.
- Serve as notary public

Information & Technology:

- Maintain Towns website
- Trouble shoots computer issues
- Assist with i-pad set up, trouble shoots technical issues with office equipment
- Maintain Towns three social media pages, updates and announcements

Public Records:

- Maintains custody of municipal records, including ordinances, resolutions, contracts and agreements; and promulgates procedures for the orderly management, maintenance, retention and destruction of said records in accordance with state law. Serves as the state records management liaison officer.

- Provides information of public record to citizens on request; ensures adherence to established regulatory and statutory requirements.

Council:

- Serves as Official Clerk to the Town Council and to various boards throughout the Town, fulfilling the public records requirements as established in statute.
- Prepares and distributes agendas/packets for the above meetings. Responsible for distribution of packets via scan/email to Council members. Provides for public notice of all meetings subject to the Sunshine Law and provides for legal advertising - publication and posting of notices - as necessary.
- Conducts and attends meetings, conferences, and Town Commission meetings to discuss department initiatives, current projects, policy changes, safety, and other pertinent matters.

Elections:

- Serves as the local supervisor of elections, in conjunction and coordination with the county supervisor of elections.
- Prepares forms used in elections and insures that candidates and/or potential candidates are aware of legal requirements including the submission of petitions, and reports on contributions and expenditures.
- Develops and conduct orientation programs for candidates for political office

Finance:

- Prepares and Maintains all fiscal records and accounts.
- Analyzes information and evaluates results to make recommendation to Town Council.
- Prepares all financial reports necessary for annual audit
- Responsible for all pre-audit preparation, post-audit distribution, and follow up questioning
- Prepares and maintains General Fixed Asset reports.
- Reconciliation of Bank accounts, takes care of Line of Credit draws, keeps budget for grants, keeps track of bank balances for all accounts.

Budgeting:

- Performs all budgeting duties, including preparation, expenditure review, and budget administration for all funds.
- Works with department heads with the preparation of individual department budgets.
- Performs all legal requirements for TRIM during the Budget process.

Contracts/Grants:

- Performs contract administration duties, assists in bid openings and the awarding of contracts.
- Oversees grant pay request, budgets, timelines, and contracts
- Assist in writing and submitting grants to State and Federal sources
- Searching for grant sources, and applying when applicable

Events:

- Represent municipality at community events, and serves as liaison on community committees.
- Develops Community Events and administers planning, preparation, implementation, coordination and staffing of events.

Building/Zoning

- Serves a liaison between MT Causley and customers
- Issue permits as directed by MT Causley
- Write letters, mail out letters, complete all variance request and needed advertisements.
- Assist MT Causley with background knowledge, and track permits.

Minimum qualifications:

Training and Experience: Bachelor's Degree in Business, Public Administration, or related field and a minimum of five years' experience in governmental public administration, at least three years of which shall have been in an executive management position; or an equivalent combination of training and experience.

Knowledge, Skills, and Abilities: Extensive knowledge of administrative practices, ordinances, retention requirements, policies and procedures of the Town. Considerable knowledge of legal requirements, rules and procedures of Town Council meetings and the organization structure. Ability to write and present clear concise reports, memoranda, directives, speeches, and letters. Ability to develop and maintain effective working relationships with officials, department directors, the public, and subordinates. Demonstrated ability to consider input on an issue(s); being flexible and forward thinking regarding resolution of issue(s). Demonstrated ability to lead; identifying and executing appropriate action relative to the situation, project and/or program.

Job profile:

Work Environment: 90% inside a climate controlled building. 10% outside which may include driving.

Physical Requirements: The essential functions of the job require: sitting approximately six (6) hours per day, standing approximately one (1) hours per day, and walking approximately one (1) hour per day. The job requires frequent: fine manipulations, grasping, repetitive motion and light lifting/carrying of items weighing up to 15 pounds. On rare occasions, the work requires: bending/stooping, kneeling, pulling, pushing, reaching, and moderate to heavy lifting/carrying objects weighing 45 pounds and over.

Sensory Requirements: Hearing: Ability to understand what others are saying in normal conversation in person, on the telephone, and in meetings. Speaking: Ability to communicate orally with others in person, on the telephone

Driving Requirements: The work requires occasional driving and possession of a valid Florida Class "E" Driver License.

Office Machines: The work requires the ability to operate the following office machines: telephone, Fax, photocopier, printer, desktop and laptop computers, and calculator. Must have moderate understanding of Microsoft Office including Word, Excel, Power Point, Outlook and Adobe Pro.