

RESOLUTION No. 14-05-11

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF TOWN CLERK; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Classification and Pay Plan is revised to amend the job description for the position of Town Clerk. A copy of the amended job description is attached hereto as Exhibit A.

Section 3. This Resolution shall become effective immediately upon adoption.

| |
|-------------------|
| TOWN CLERK |
|-------------------|

JOB CODE: 190
DEPARTMENT: TOWN CLERK

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, directly responsible for the management of the budget, personnel and all administrative aspects of this department. Provides customer service to all Town residents and customers in matters pertaining to Town government. Serves as the Supervisor of Elections for all municipal elections, as the Financial Disclosure Coordinator with the Florida Commission on Ethics, and the Records Management Liaison to the Florida Department of State. Performs related duties as directed. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Town Clerk position.

- Attends Commission meetings and records the minutes of such proceedings
- Transcribes Commission meeting minutes and prepares them for approval by the Town Commission
- Prepares, tracks and publishes items for the Commission meeting agendas
- Ensures that all Ordinances are codified in a proper and timely manner
- Issues public notification of all official meetings
- Prepares, maintains, and updates documents such as the Commission agendas, Town Code of Ordinances, the Town Charter, advertisements, public notices, Ordinances, Resolutions and proclamations
- Responds to information requests from the public and other municipalities, state officials, and federal legislative offices
- Supervises all Town municipal elections
- Maintains and updates fiscal records and contracts
- Maintains custody of the Town seal
- Serves as the Town's chief records custodian by protecting and preserving all official records and documents, such as Ordinances, Resolutions, Commission and board minutes, contracts and agreements.
- Develops the annual fiscal budget for the Town Clerk's Department for approval by the Town Manager and presentation to the Town Commission
- Performs other duties as directed

REQUIREMENTS

A. Training and Experience:

Graduation from an accredited high school or GED, supplemented by a minimum of five (5) years of experience in the maintenance of complex records and the preparation of official documents with at least three (3) of those years as a municipal clerk or deputy clerk, including a minimum of three (3) years of managerial experience. Must be a Florida notary public. Certification as a municipal clerk preferred.

B. Knowledge Skills and Abilities:

- Thorough knowledge of the procedures of the office of the Town Clerk, Town Commission, and related Town operations
- Thorough knowledge of clerical and modern office practices and procedures
- Thorough knowledge of Florida election laws, procedures and activities
- Thorough knowledge of Code of Ordinances of the Town of Lake Park and the Florida State Code
- Ability to read and understand laws, resolutions, ordinances, codes, etc.
- Knowledge of standard business English, spelling, grammar and punctuation
- Ability to prepare business correspondence
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Strong interpersonal skills
- Excellent organizational skills
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates, Town officials, and the general public

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

The foregoing Resolution was offered by Commissioner Hockman who moved its adoption. The motion was seconded by Commissioner Longtin and upon being put to a roll call vote, the vote was as follows:

| | AYE | NAY |
|--------------------------------|-----|-----|
| MAYOR DESCA DUBOIS | ___ | ___ |
| VICE-MAYOR KENDALL RUMSEY | / | ___ |
| COMMISSIONER STEVEN HOCKMAN | / | ___ |
| COMMISSIONER JEANINE LONGTIN | / | ___ |
| COMMISSIONER PATRICIA OSTERMAN | / | ___ |

The Town Commission thereupon declared the foregoing Resolution NO. 14-05-11 duly passed and adopted this 18 day of May, 2011.

TOWN OF LAKE PARK, FLORIDA

BY: [Signature]
DESCA DUBOIS
MAYOR

ATTEST:

[Signature]
VIVIAN M. LEMLEY
TOWN CLERK



FLORIDA

Approved as to form and legal sufficiency:

BY: [Signature]
THOMAS J. BAIRD
TOWN ATTORNEY