

CITY OF EDGEWATER

JOB DESCRIPTION

POSITION TITLE: City Clerk
CLASSIFICATION: Administrative Official
FLSA: Exempt

DEPARTMENT: City Clerk
SALARY RANGE: Contract Employee
REVISION DATE: July 29, 2025

GENERAL SUMMARY

The City Charter establishes the City Clerk's position, and as a charter position of the Legislative Branch of the City government, appointed by, and reports to the City Council. The City Clerk serves the Mayor, City Council and all administrative departments, performing all "public services". The City Clerk is the keeper of the official records of the City, and is the custodian of the City Seal.

PRIMARY DUTIES AND RESPONSIBILITIES

Provides administrative support to the Mayor, City Council, City Boards and City Attorney

Attends all meetings of the City Council and records all motions, votes, and actions. Supervises the recording and transcription of all meeting minutes. Assists City Manager's office and departments with follow up relating to documents approved at such meetings

Prepares and publishes City Council Agenda and Agenda items for various meetings and workshops; coordinates agenda submittals from departments, including proclamations and certificates and distributes packages to City Council as necessary

Authenticates and records ordinances and resolutions adopted by the City Council. Administers oaths, accepts affidavits, creates and maintains various liens and municipal deeds, leases, agreements, and other records as required.

Ensures the public Posting notice of all City Council meetings and City Board meetings

Directs and supervises codification of ordinances. Distributes supplements and supervises updates to Code of Ordinances

Serves as the City's designated Custodian of Records, which is responsible for coordination and response to public records request, maintenance of the local records retention center, maintaining the master file of records, overseeing compliance with applicable laws, updating City policy regarding public records, and ensuring all employees are trained on applicable items.

Prepares and publishes legal notices as required by law. Reviews and executes contracts, agreements, deeds, easements, and related authorized documents as approved by City Council. Attests, certifies and records documents as necessary.

Serves as the supervisor of City elections and the qualifying officer to include preparation and/or review of documentation, ballots, advertisements, and working with the Supervisor of Elections to ensure a successful election process.

Responsible for maintaining the Police and Fire False Alarm Program

Oversees appointments to City boards and committees

Responsible for City's property and liability coverage, coordinates claims, lawsuits, payments, renewals of liability coverage, etc.

Fosters positive employee relations and employee moral on a City-wide basis

May be required to return to work to assist with emergency management preparation response and/or recovery activities

Performs other related duties as required

Prepares, reviews and/or maintains various types of documents as required, specifically:

Board/Committee Applications	Agendas/Minutes	Records management
Resolutions	Ordinances	

Interacts with the following individuals in the performance of duties:

Mayor
General Public

City Council
Attorneys

City Manager
Co-workers

City Directors
Salespersons

JOB SPECIFICATIONS

Education and Experience:

High school diploma required with an associate's or bachelor's degree preferred

Three (3) to Five (5) years previous experience and/or training that includes administrative work in governmental agency (preferably City Clerk or Deputy City Clerk); or an equivalent combination of education, training, and experience may be considered

Certified Municipal Clerk (CMC) designation is preferred, or the ability to obtain within three (3) years of hire

State of Florida Notary Public required or able to obtain within six (6) months from date of employment

Supervisory experience preferred

Valid Florida driver's license required

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities

KNOWLEDGE

Must have the knowledge of:

Knowledge of the ordinances, policies and procedures of the City and regulations as they pertain to the duties and responsibilities of the department

Knowledge of legal requirements and procedures of the City meetings

Considerable knowledge of Florida local government and public sector operations and culture

Principals of effective management and supervision

Certification requirements for this position and for assigned personnel

Knowledge of research techniques, records and reports which must be prepared and maintained

The layout of the City as necessary to conduct work

Knowledge or ability to learn various Systems/Programs utilized by the city to maintain records and manage meetings

SKILLS/EFFORT

Must have the ability to:

Interpret and apply ordinances, codes, procedures and regulations pertaining to the departmental responsibilities

Manage multiple issues and projects

Organize, prioritize and complete job tasks

Maintain required licenses and/or certifications

Ensure all functions within the department are performed in a safe and effective manner

Use independent judgment and discretion in the performance of duties and ability to manage sensitive and confidential information and data and maintain confidentiality of records

Supervise, train, and delegate responsibilities to assigned personnel

Ability to manage staff and resources in a style consistent with the City's goals and values

Work under a degree of stress related to duties that require significant responsibility

Establish and maintain effective working relationships with all individuals involved in the activities of the department

Environmental Conditions:

Office environment with significant exposure to computer operations

Exposure to environmental conditions is limited

Physical exertion in lifting/moving items weighing up to 25 pounds

Occasional travel is required

Occasional overnight travel is required

Other physical/mental requirements may apply

Supervisory/Budget Authority:

Supervises Assigned Personnel

Responsible for preparing and operating within departmental budget

DISCLAIMER STATEMENT

This job description is not intended as complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. The physical demands described herein are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

APPROVAL OF CITY CLERK JOB DESCRIPTION, CHARTER POSITION

CITY MANAGER

HUMAN RESOURCES DIRECTOR

DATE