



# City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

**City Clerk  
Position Available  
July 29, 2025**

<b>Position Title:</b>	City Clerk
<b>Closing Date:</b>	Open until filled
<b>Annual Salary:</b>	Contracted Position
<b>General Summary:</b>	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.
<b>Description:</b>	<p>Provides administrative support to the Mayor, City Council, City Boards and City Attorney</p> <p>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</p> <p>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</p> <p>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.</p> <p>Ensures the public Posting notice of all City Council meetings and City Board meetings</p> <p>Directs and supervises codification of ordinances. Distributes supplements and supervises updates to Code of Ordinances</p> <p>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.</p> <p>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.</p> <p>Responsible for City’s property and liability coverage, coordinates claims, lawsuits, payments, renewals of liability coverage, etc.</p> <p>*Full job description is located on the City of Edgewater’s website: <a href="http://www.cityofedgewater.org">www.cityofedgewater.org</a></p>
<b>Minimum Qualifications:</b>	<p>High school diploma required with an associate’s or bachelor’s degree preferred</p> <p>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</p> <p>Certified Municipal Clerk (CMC) designation is preferred, or the ability to obtain within three (3) years of hire</p> <p>Supervisory experience preferred</p> <p>Valid Florida driver’s license required</p> <p>Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities</p>
<p>Applications may be obtained from the Human Resources Department, or from our web site <a href="http://www.cityofedgewater.org">www.cityofedgewater.org</a></p> <p>Education documents must be submitted at time of application</p> <p>EOE/DFWP/VP</p>	

*Human Resources Department  
104 North Riverside Drive  
Edgewater, Florida 32132-0100  
(386) 424-2400 • FAX (386) 424-2474*