



**TOWN OF HAVANA
POSITION ADVERTISEMENT**

<u>JOB TITLE</u>	Town Clerk
<u>SALARY</u>	\$48,000 - \$56,000 (with Benefits)
<u>JOB CATEGORY</u>	Full-Time (Exempt)
<u>JOB LOCATION</u>	711 North Main Street, Havana, Florida 32333
<u>REPORTS TO</u>	Town Manager

POSITION DESCRIPTION

The Town Clerk is one of four Charter Official Positions and is appointed by the Town Manager with the approval of the Town Council. The Town Clerk reports directly to the Town Manager. This administrative position is responsible for recording the actions and maintaining the official records of the Town of Havana and other duties per the Town Charter and as assigned by the Town Manager.

RESPONSIBILITIES

Serves as Town Clerk to the Town Council and Town Manager. Coordinates all aspects of preparing and distributing the Council agenda and attends all regular and special Town Council meetings and workshops, some of which are held in the evening hours; oversees or performs an accurate recording of the proceedings, preparation of the minutes, proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested. Serves as the Records Custodian for the Town; maintains Towns Official Records including organization, retention, and disposal, responds to public records requests. Maintains official Minutes Book and Ordinance Register. Supervises all elements of Town elections in conjunction with the Gadsden County Supervisor of Elections and qualifies all candidates for election as required by law. Posts and/or advertises meeting agendas, bid and other advertisements and legal notices of public hearings and special meetings in accordance with State of Florida Sunshine Laws. Retains copies of said notices. Prepares reports for Commission Meetings. Coordinates codification of Ordinances process. Accepts incoming documents, plans and applications on behalf of Zoning Department and provides notification to residents of status after review. Prepares and maintains records of all Committee/Board appointments. Monitors financial disclosure statements, Town Council appointment process, and conflict of interest statements. Administers oath of office to public officials; serves as a notary public. Ensures deeds for Town purchased properties are submitted to the Property Appraiser's Office for tax exempt status. Reviews finance transactions to ensure compliance with GAAP / GASB requirements and any regulatory statutes. Provides support and oversight for finance functions. Updates and maintains information on the Town of Havana web page. Supervises clerical staff, manages human resources functions and provides finance support. Administers and manages

Town's drug testing program. Coordinates onboarding and discontinuation of employment for all town staff. All other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the functions and organization of the Town government, the rules of order related to public hearings, and public meetings law (Florida Sunshine Act) and public records law. Thorough knowledge of the Town's Charter and Town Code. Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure. Ability to attend lengthy meetings during evening hours and to attend trainings and seminars as related to the duties of Town Clerk. Thorough knowledge of elections processes, procedures, including qualification of candidates, laws, rules and regulations. Thorough knowledge of standard office management practices, procedures, filing systems, equipment, and office assistance techniques. Ability to maintain confidential information and materials, operate various office equipment including computer, transcribe dictation using recording and transcribing equipment, work independently, with little or no supervision, and under pressure with short deadlines. Strong organizational skills are critical. Ability to supervise clerical staff and deal tactfully and courteously with other agencies, the public, and employees. Ability to handle all types of inquiries, questions, and complaints from other agencies and the general public. Ability to deal with hostile and/or irate individuals while remaining calm. to provide follow-up as necessary.

MINIMUM TRAINING & EXPERIENCE

Bachelor's degree from an accredited college in business, public administration, or related field, and 5 years of experience in management, public records retention, or as a Town Clerk or Deputy Town Clerk. Experience may substitute for college requirement on a year for year basis. Certified Municipal Clerk, Master Municipal Clerk or ability to obtain certification within five years. Town Manager at his/her discretion may choose to mitigate education requirements with experience. Government finance experience strongly preferred – experience with ADG Software a plus. Subject Town of Havana Pre-employment background check. Notary Public or obtain in six months. Essential personnel for hurricane duty.

HOW TO APPLY

Submit a cover letter & resume along with a Town of Havana employment application (found at townofhavana.com) via one of the following methods: email to manager@townofhavana.com or mail to: Town of Havana, attn: Town Manager, PO Box 1068, Havana, FL 32333-1068. Applications will be accepted until position is filled.

The Town of Havana is a drug-free Equal Opportunity Employer.