



POSITION TITLE: DEPUTY CITY CLERK

DEPARTMENT: CITY CLERK

OPENING DATE: 01/07/2026 CLOSING DATE: 01/20/2026

SALARY: DOQ FLSA STATUS: EXEMPT

DFWP/ EOE

GENERAL DESCRIPTION:

Responsible administrative and clerical work assisting the City Clerk in recording and retaining official records of the City; recording actions, disseminating information and directives of the City Council. This position requires independent judgment subject to general direction and review by the City Clerk.

ESSENTIAL JOB FUNCTIONS: This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Assumes responsibility for all activities of the Office of the City Clerk in the absence of the Clerk, including the overall proceedings of the Council meetings, and production and safekeeping of all records pertaining thereto;

Assists the City Clerk in maintaining all official City documents, contracts, deeds, City real estate transactions and records of City owned lands;

Assists the City Clerk in conduction municipal elections;

Supervise subordinate staff, prepare staff evaluations, and confer with City Clerk on discipline actions;

Assists in reviewing, editing and preparing all minutes of the City Council and zoning meetings; attends all City Council, Zoning meetings and workshops along with the City Clerk;

Assists the City Clerk with the coordination and dissemination of the City Council and Zoning Agendas;

Operates a variety of office equipment in the performance of daily responsibilities, including telephone, computer, printer, copiers, and facsimile machines, microfilm/scanning equipment/lasher fiche.

Uses Florida Statutes as well as computer generated research programs;

Performs research using files, computer, as well as outside sources, as requested;

Processes public records requests;

Processes passport applications. Serves as notary public as required;

Manages records retention schedules with all departments for storage or planned destruction of records, and in general, oversees records management division of the Office of the City Clerk;

Coordinates the processing of agreements, contracts or legislation following Council meetings

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Manages, under the direction of the City Clerk, citywide training on records management, electronic research and agenda items Assists the City Clerk in processing paperwork required for the application and appointment of Advisory Committee members by the City Council;

Performs other related work as required

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

Skilled in Microsoft words, excel. Knowledge of the legal documents utilized in municipal government and the procedures necessary to process them. Knowledge of the City's ordinances. Considerable knowledge of applicable City, County, State and Federal laws, rules and regulations pertaining to municipal record keeping, campaign disclosure requirements, public records management and election code. Ability to make decisions in accordance with procedures, laws and regulations and to apply those to work problems. Ability to exercise care in the release of information from public records. Ability to search for and compile data from files and other sources applicable to the topic of concern. Ability to communicate effectively with the public both orally and in writing.

Education & Experience Requirement:

Requires a Bachelor Degree in business, government, political science, public administration, or related area, and at least three (3) years of progressively responsible records management experience, to include at least two (2) years in a government environment. Relevant experience

may be substituted for the required education on a year for year basis. Certified Municipal Certification (CMC) is preferred.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

On a continuous basis, sit at desk and/or stand at counter for long periods of time. Frequently required to walk; See, hear and talk with the public; read presented documents, write or use keyboard to communicate through written means. On occasion required to run errands, to climb or balance, stoop, kneel, crouch, taste, or smell. Intermittently twist and reach office equipment; lift or carry weight regularly of 10 pounds and on occasion weight of up to 30 pounds. Specific vision requirements include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the City and the employee. It is used as guide for personnel actions and is subject to change by the City as the needs of the City and the requirements of the job change.

HOW TO APPLY:

Must submit a cover letter, resume and three (3) references. Send completed submittal via email or to the address below:

City of Florida City
Attn: Human Resources
404 West Palm Drive
Florida City, Fl 33034
305-247-8221
pdirector@floridacityfl.gov