



Village of El Portal  
Village Clerk

Department: Village Clerk's Office  
Salary: \$50,000 (Full-Time; Salary Position)  
ELSA Status: Exempt

JOB SUMMARY

The Village Clerk serves as the secretary to the Mayor and Village Council, while providing information in a professional and efficient manner to ensure service and delivery to the residents of the Village. The Village Clerk is appointed by the Village Council, and is responsible to Councilpersons, as well as the citizens of the Village.

ESSENTIAL JOB FUNCTIONS

Record Management Liaison/Custodian of all official records of the Village.

Schedules and prepares agendas & public notices for all public meetings.

Attends, records, and prepares minutes for all monthly Village Council and Committee meetings.

Meeting room set-up - Coordinates all Public Meetings, including, but not limited to... the set-up of the Village Dais (agenda packets for those seated on dais, bottled water, etc.), prepares public seating, prepares agenda packets for the public, checks recording system, records proceedings, coordinates the maintenance of the system, coordinates all public virtual meetings (including virtual meeting invitations), and conducts, organizes, and attains any necessary leads, monetary quotes, and equipment associated with all public meetings.

Responds to citizens' public records requests.

Coordinates Municipal Village Elections as the supervisor of elections and serves as the official filing officer.

Prepares legal ads for the newspaper regarding public hearings and budget advertisements.

Attests to Village contracts, agreements, and legal documents (resolutions and ordinances), and signs and affixes Village seal.

Assists with the advertisement of the fiscal year budget.

Prepares Council packets for distribution by close of business (typically on the Friday prior to the meeting).

Performs duties as the Council may prescribe from time to time.

Financial Disclosure Coordinator for the Florida Commission on Ethics.

Website Administrator - Web Page / Social Media: maintains and updates the following web pages: Village Council, Committee, and Board agendas and minutes, contacts, organizational chart, Village ordinances, Village history, newsletters, and web calendar.

Newsletter - Coordinates production of newsletter with submitters and publisher. Organizes submissions with artwork. Orders mailing lists. Outsources mailing lists for merging and purging, and newsletters for printing. Follows up on progress.

Administers the publication of the Village code.

Maintains custody of the Village's vital records, including minutes, ordinances, and resolutions.

Management and coordination of Village message boards.

Coordinates Village Council training and travel registrations.

Manages security access controls relative to access for public meetings and special events.

Serves as liaison with Village Attorney.

Coordinates Code Enforcement Hearings and provides administrative support to the Special Master.

Prepares proclamations.

Provides notary services.

Provides support to the Village Council, including correspondence, mail, telephone calls, emails, etc.

Attends workshops and conferences to stay abreast of changing records management policies and systems.

Provides the Village Council with a Monthly Report - overall briefing, number of public records requests and reports, budget report (any large or noteworthy expenditures).

Performs any other function as assigned.

## QUALIFICATIONS

### Education and Experience:

Graduation from a recognized college or university is preferred, with a degree in Public Administration, Business Administration, and/or Political Science; or Certification by the International Institute of Municipal Clerks, within a reasonable period of time.

Three (3) years of responsible experience in administration at the municipal level is preferable; or other equivalent combinations of training, education, and experience.

Licenses or Certifications:

Requires a valid State of Florida driver's license and insurance. Must have an acceptable driving record at time of appointment, and throughout employment.

Must be eligible for, and agree to secure Certified Municipal Clerk (CMC) designation within an agreed time frame.

Must be a Florida Notary Public or obtain Notary appointment immediately.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of applicable state and federal laws regarding records retention.

Knowledge of state and local election laws and qualifying and reporting requirements.

Knowledge of modern principles and practices of office management.

Knowledge of taking and transcribing oral conversation or dictation.

Knowledge of municipal policies, codes, and ordinances.

Ability to file and retrieve information within a formalized information management system.

Skill in dealing courteously and effectively with the public.

Ability to be a team leader and establish a relationship with Village officials, associates, and the general public.

Knowledge of public relations' principals and techniques.

Advanced computer skills, including proficiency in Microsoft Outlook, Word and Excel, PowerPoint and other similar programs.

Organizational skills and experience.

Interpersonal skills that garner effective communication (written and oral) and working relationships with the public and all Village staff and contractors/consultants. Must maintain and promote a professional, clean, organized, and peaceful work environment.

Gather, format, and visually analyze data.

Requires the ability to maintain high ethical and professional standards.

## COMPETENCIES

1. Ethical Conduct
2. Communication Proficiency
3. Leadership
4. Stress Management/Composure
5. Time Management
6. Problem Solving/Analysis
7. Decision-making
8. Diversity and Inclusion
9. Project Management
10. Personal Effectiveness/Credibility

## SPECIAL REQUIREMENTS

Must be fluent in English, with advanced skills in grammar. Ability to communicate in Spanish or Creole is preferred.

Must complete a background investigation and security clearance, physical examination, and a drug screening test.

The Village of El Portal follows the U.S. Equal Employment Opportunity Commission enforcement of Federal laws prohibiting employment discrimination. These laws protect employees and job applicants against employment discrimination when it involves:

Unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. Harassment by managers, co-workers, or others in the workplace, because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Denial of a reasonable workplace accommodation that the employee needs because of religious beliefs or disability. Retaliation because the employee complained about job discrimination or assisted with a job discrimination investigation or lawsuit.