



Town of _____
Micanopy
_____ Florida

TOWN OF MICANOPY

Job Description

EXHIBIT 'A'

TOWN CLERK/ADMINISTRATOR

DEPARTMENT: Administrative Services and Finance

REPORTS TO: Town Commission

SUPERVISES: Deputy Town Clerk, Public Works Supervisor, Public Works Employee, Fire Chief, Fire Department Employees, and Temporary or Part-Time Employees

PAY SCALE: \$50,000 - \$65,000 Annually

GENERAL DESCRIPTION:

The Town Clerk/Administrator is the Chief Executive and Financial Officer of the Town and is charged with performing the duties specified in the Town Charter and applicable sections of the Town Code of Ordinances. The Town Clerk/Administrator works under the general direction of the Town Commission and is responsible for implementing the policies of the Town Commission. To ensure that the Town's goals and objectives are met, the Town Clerk/Administrator directs the day-to-day operation of the Town government and is responsible for all Town Departments and Boards and their efficient and effective operation, including supervision of staff, planning, budget formation and implementation and the capital improvement program. The Town Clerk/Administrator also acts as the Code Enforcement Officer. The Town Clerk/Administrator serves at the pleasure of the Town Commission.

ESSENTIAL JOB FUNCTIONS:

1. Appointed by the Town Commission as the Chief Administrative Officer of the Town.
2. Responsible for the preparation of Town Commission agendas and minutes; provides administrative support to the Mayor and Commission.
3. Oversees all general government programs and services.
4. Responsible for all financial procedures and records of the Town and Water Department.
5. Responsible for the maintenance of all official records in compliance with State regulations.
6. Prepares, submits, and administers the annual budget, budget message, and capital spending plan to the Commission for their approval and adoption.
7. Responsible for annual audit oversight and coordination.
8. Acts as purchasing agent.
9. Acts as liaison between the Commission and other government agencies.
10. Provides recommendations to the Commission concerning the affairs and best interests of the Town.
11. Researches, compiles, and distributes material pertinent to the Town and government issues.

12. Acts as the official custodian of the seal and attests to all contracts, agreements, leases, or other documents to which the Town is a party.
13. Has working knowledge of all departments of the Town.
14. Supervises all Town employees including hiring and termination.
15. Serves as Supervisor of Elections and represents the Commission in matters related to municipal elections.
16. Administers grants that the Town receives.
17. Ensures that all laws, ordinances and policies are implemented and enforced.
18. Acts as Code Enforcement Officer investigating and enforcing the Code of Ordinances.

QUALIFICATION REQUIREMENTS:

Florida municipal experience preferred; three years of progressively responsible management experience; A Bachelor's Degree in a related field preferred. A comparable amount of training, education, or experience can be substituted for the qualification requirements.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of organizational structure, function, operation, objectives and goals of municipal government. Knowledge of governmental accounting principles, practices and methods of governmental budget and management and reporting requirements. Knowledge of laws, ordinances, regulations and statutes which govern Town finance functions. Knowledge of zoning and land planning matters required. Knowledge and comprehension of accounting software and its interaction. Ability to work, train, manage and effectively supervise personnel.