



The City Beautiful

City of Coral Gables Job Description

Job Title: Deputy City Clerk/Passport Director **Prepared Date:** 05/2015
Department: City Clerk **Approved By:** City Clerk
Classification: 0600 Human Resources
Pay grade: 32E City Manager
FLSA: Exempt



Summary

Provides professional input and support to the City Clerk and assumes responsibility on behalf of the City Clerk in the absence thereof; in the following functional areas: elections, administration, business process management, research/special projects and public information requests, records management, and passport services. Responsible for the electronic document production and technology strategies to match business rules, providing support to other City departments with current related electronic applications. Exercises considerable initiative and independent judgment under the general direction of the City Clerk.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists in the overall planning, administration and operation of the City Clerk's Office. Assumes responsibility in absence of City Clerk.

Performs office management duties to include supervision of clerical staff, project management, and budget preparation.

Provides administrative support to the City Clerk in the area of boards/committee administration; specifically coordinating and monitoring all activities.

Responds to questions and concerns from employees, the public and City officials.

Attends Commission meetings, records actions and creates transcribed minutes draft. Prepares draft legislation and records minutes in Legistar Electronic System. Ensures quality checks of legislative records.

Attends Department Head meetings.

Assumes responsibility for covering City Commission related matters entering data into live database of legislative workflow and document management system (Legistar). Provides support to City Clerk in reconciling related parliamentary Legistar issues.

Provides assistance to the City Clerk in certain areas of operation: assists in the supervision of all municipal and employee election processes, including attendance during logic and accuracy testing of the Votronic Voting System, witnessing the Clerk's canvassing of the presumed invalid absentee ballots, preparing legal notices, preparing qualification documents and checklist of election related activities for

the Clerk's review. Witnesses the Clerk's qualification of candidates and assist with drafting of correspondence pertaining to campaign finance reporting.

Assists in the administration of financial disclosure as well as conflict of interest filings.

Prepares and processes appeals to the City Commission from designated City Boards. Prepares advertising for Commission action.

Provides assistance with passport services as necessary.

Provides notarization of documents upon request.

Conducts research utilizing our Enterprise Content Management Tool (TRIM), as well as provides training on same, as needed.

Analyzes problems, prepares reports and makes recommendations.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of principles, practices and procedures of public administration and local government. Knowledge of the operation, practices and procedures of the City Clerk's Office. Knowledge of City election procedures, City codes and zoning codes, rules, regulations and ordinances. Knowledge of legal terminology record management. Ability to interpret laws, resolutions and ordinances. Ability to conduct research and analyze problems. Ability to maintain a complex record system and to operate a computer. Good administrative, writing, verbal and written communication skills. Ability to establish and maintain effective working relationships with subordinates, co-workers, officials, and the general public. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Considerable amount of time spent using computer. Work is predominantly indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in Management Information Systems or related field.

Minimum five (5) years related administrative experience including strong information technology background, and/or legal experience to include supervisory experience.

Valid Florida Driver's License