



Job / Position Description

Position Title:	City Clerk
Job Code:	
Version Date:	09/22/2025

City Manager

SUMMARY DESCRIPTION

This is a highly responsible administrative and clerical support position responsible for attending the planning and zoning and council meetings; compiling P&Z and council books, obtaining signatures on council paperwork, recording and transcribing P&Z and council minutes. This position is also responsible for coordinating council and planning and zoning member files, elections, ethics compliance, etc. This position is also responsible for municode and submitting new ordinances for recording. Preparing, processing and retaining contracts/agreements, resolutions, ordinances and other administrative documents. Processing and retaining public record requests and files as required by Florida laws, regulations, administrative rules and City Charter, codes, ordinances, policies and practices. Responsible for assisting the various appointed City boards and committees and recording actions of the same. Provide back up support handling new or existing Utility accounts, service requests, securing deposits and service fees, submitting work orders, processing payments, handling delinquent accounts, and other customer service-related functions on a daily and/or follow-up basis by providing either face-to-face customer care and/or answering/making telephone calls. Position is directed through and supervised by HR/Finance Manager.

PRIMARY POSITION / SECONDARY ASSIGNMENT

This is the primary position for which the employee is hired or appointed. It does not preclude the possibility of being assigned secondary or peripheral assignments.

FLSA STATUS, SALARY/WAGES, BENEFITS

☐	Exempt Employee	Salary:	\$	Annually *
☒	Non-Exempt Employee	Wages:	\$ 20.59	Hourly *
☐	N/A This is a non-compensated position.			

** The monetary amount listed above is the base entry-level salary or wage that can be expected for this position, but does not preclude the possibility of a negotiated amount that may be different.*

Retirement

The City of Webster and the employee will jointly contribute to the employee's retirement in the Florida State Retirement System.

Sick Leave and Vacation Leave

Sick leave and vacation leave are accrued and used in accordance with the City of Webster Personnel Policy Manual that was approved and adopted by Resolution No. 2014-10R.

Insurance

Health insurance is provided by the City of Webster. Vision and Dental insurance is available at the employee's expense

REPORTING AUTHORITY

The city clerk maintains effective communication with their immediate supervisor, keeping him or her apprised of the state of the city clerk's office as well as all unusual occurrences and serious incidents. The City Clerk will also maintain effective communication with the City Manager, keeping him or her apprised on departmental matters

that may impact the City. The City Clerk consults with the Finance and HR Manager on proposed purchases that may be required by the City's purchasing guidelines.

MINIMUM QUALIFICATIONS

- Be at least 21 years of age.
- Be a citizen of the United States.
- Have earned a high school diploma or equivalent (GED).
- Have or acquire a municipal clerk's certification within a four (4) year period.
- A 4 year business related degree from an accredited college preferred.
- At least 5 years of clerical experience within a government entity preferred.
- Have not been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.

DUTIES AND RESPONSIBILITIES

This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

- Perform a variety of complex administrative and professional work in planning, coordinating and participating in the activities of the city hall to include but not limited to Utility Billing Management, Records Management, Audit, Asset Management, General Ledger Reconciliations, and other departmental activities as may be necessary.
- Responsible for attending the planning and zoning and council meetings; compiling P&Z and council books, obtaining signatures on council paperwork, recording and transcribing P&Z and council minutes.
- Responsible for sending new ordinances to municode for updating as well as and submitting new ordinances for recording at Sumter County Clerk of Court.
- Implements, manages and maintains a records management system addressing inventory, retention, destruction and filing and indexing systems of City records that complies with State and Federal requirements. Ensures the security and preservation of records in storage. Works closely with departmental representatives to review records and generate destruction notifications. Prepares, maintains and organizes the legislative records of the City Council and the administrative records of the City, files, correspondence and documents of paper and/or electronic media for archiving/imaging/destroying official records of permanent/non-permanent records and in compliance with State and Federal requirements.
- Processes and responds to public and inter-department inquiries or records requests; coordinates public records requests with City Manager.
- Manages and maintains City contracts and agreements.
- Attests to legal documents executed on behalf of the City and certification of City records as required.
- Prepares, disseminates, and publishes public notices and legal advertisements as required by state law, City Charter and codes. Prepares, disseminates and publishes press releases and general information.
- Assist with city website and social media site content management, updating activities and notices. Publishes/posts approved ordinances, resolutions, agendas and minutes.
- Responsible for tracking ethics certification for Planning and Zoning and Council members. Updating Florida League of Cities with current council members and updating the ethics commission with current planning and zoning and council members.
- Responsible for serving as the City's EOC Coordinator, attending meetings, and working with the Finance Manager and City Manager on needs, schedules, disaster recovery and funding.
- Attend meetings, seminars, conferences and training courses to keep abreast of current trends, technology and procedures.
- Preparation of monthly council meeting agendas and minutes. Preparation of city ordinances and resolutions. Ensuring proper recording and filing of all agendas, minutes, council packets, associated paperwork, resolutions, proclamations and ordinances.

- Establish and maintain a cooperative rapport and working relationship with other governmental agencies as appropriate. Attend and represent the City of Webster various meetings with elected officials, other governmental agencies.
- Tracks, records, updates, and maintains all annexations and related work.
- Perform other related duties as needed.

ABILITIES

This section describes the abilities the individual in this position must possess in order to safely and satisfactorily perform the essential functions of this position.

- Ability to recognize and understand the priorities and needs of the community, its personnel, and the City, and develop effective and efficient plans, policies, programs and services to meet those priorities and needs.
- Willingness to stay apprised of, and comprehends, requirements in local, state and federal administrative codes, as well as current trends, technology and procedures in the municipal government industry.
- Possess excellent time management and organizational skills with the ability to prioritize work, perform a number of tasks concurrently, follow through with projects and assignments to completion with the final work product meeting or exceeding expected standards, and meet deadlines.
- Possess excellent reasoning ability to make, in a timely manner, the most logical choices after prioritizing needs and evaluating various options.
- Possess excellent public speaking and communication skills; the ability to listen attentively to what is being said; and the ability to effectively articulate his or her thoughts using proper English grammar.
- Possess average or better computer skills, and be proficient with common office applications.
- Ability to prepare administrative reports, documents and other presentations without assistance, that are professional in appearance and content, that contain accurate and relevant information, and that are reasonably free of grammatical and spelling errors.
- Ability to provide trusted and effective leadership; remain a positive example; provide sound direction; willing to put the needs of city personnel before his/her own; disregarding any personal bias, be impartial and fair in all personnel matters; be equitable and effective in conflict resolution; foster a positive, productive and harmonious working environment; and possess the interpersonal skills needed to communicate effectively with city personnel, keeping them informed, being attentive to their needs and open to their input.
- Ability to cope with situations firmly, courteously and tactfully and with respect for the rights of others.
- Ability to protect the confidentiality of protected or otherwise sensitive information.
- The ability to walk or stand for extended periods of time.
- Ability to compile statistical reports.
- Ability to type and use ten-key calculator with speed and accuracy.
- Ability to be a self-starter and show initiative.

EQUIPMENT USED

Personal computer and other office equipment, such as ten-key calculator; copy machine; recorder; scanner; map scanner; facsimile machine; multi-line/multi-station telephone system, and software applications.

WORK ENVIRONMENT

- An equal amount of time is spent performing administrative skills in a standard office environment.
- Work may require performance of tasks indoors, as well as outdoors under varying weather conditions and temperature extremes.
- Work may require looking at a computer screen for extended periods of time to complete administrative tasks.

ESSENTIAL PHYSICAL SKILLS

The following requirements are essential to the performance of the job:

- Good dexterity and finger mobility required for typing and using calculator.
- Occasionally light to moderate lifting, reaching overhead, bending and/or stooping for filing.
- Good close-up vision for computer and clerical work.
- Good hearing and speaking ability for talking to customers in person and on the telephone.

PROBATIONARY PERIOD

Probationary period for this position is described in the City of Webster Personnel Policy Manual.

EQUAL OPPORTUNITY STATEMENT

The City of Webster is an Equal Opportunity Employer. It is the policy of City of Webster to provide equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors, except where otherwise provided by law.

City of Webster, Florida

Acknowledgement of Job / Position Description for the position of:

CITY CLERK

I have read and understand the attached Job / Position Description. With my signature below I acknowledge the following:

I accept the terms of the position in respect to the FLSA Status, Salary/Wages and benefits. I understand the monetary amount listed for the Salary or Wages is the base entry-level salary or wage that can be expected for this position, but does not preclude the possibility of a negotiated amount that may be different.

I certify that I meet the Minimum Qualifications listed. I understand the duties and responsibilities, and that I am willing and able to perform them. I possess the abilities needed to safely and effectively perform the listed tasks. I understand who I will report to and whether or not this position is vested with supervisory authority over others.

I certify that I possess (or will acquire) the licenses and certifications (if any) that are required for this position, and agree to maintain the same. I understand that failure to acquire or maintain the required licenses and certifications may subject me to being removed from this position if it is a secondary position or peripheral assignment, or dismissal from the agency if it is a primary position.

I understand and agree to the probationary period (if any) for this position. If a probationary period is indicated, I understand that assessments may be conducted during the probationary period to determine whether or not I am suitable to remain in the position. I understand that my failure to complete the probationary period may result in me being dismissed from the agency.

I further acknowledge and understand that scheduled appraisals may be conducted to assess my ability to perform the essential functions described in this Job / Position Description to an expected standard. I acknowledge and understand that results indicating an overall above average or better performance may be used to justify promotions and/or increases in salary or wages (when applicable); and conversely that an overall below average or worse performance may be grounds for corrective or disciplinary action, removal from this position, or dismissal from the agency if this is a Primary Position.

I acknowledge and agree to the additional terms and conditions that are explained (if any).

Printed Name

Signature

Date