

Deputy Town Clerk

Town of Mangonia Park

General Duties/Responsibilities

- Prepares minutes of commission/council meetings and as appropriate, other boards and committees established by a municipality.
- Prepares and distributes agendas for the above-referenced meetings.
- Provides for public notice of all meetings subject to the Sunshine Law and provides for legal advertising – publication and posting of notices – as necessary.
- Maintains custody of municipal records, including ordinances, resolutions, contracts and agreements; and promulgates procedures for the orderly management, maintenance, retention and destruction of said records in accordance with state law. Serves as the state records management liaison officer.
- Administers the publication, maintenance and distribution of the municipal code of ordinances and supplements thereto.
- Serves as the local supervisor of elections, in conjunction and coordination with the county supervisor of elections.
- Provides for response to public records and informational requests received from staff, other agencies and interested parties, as provided by state statute.

Additional Duties/Responsibilities

One or more of the following additional duties/responsibilities may be assigned to the office of the municipal clerk as each municipality may deem appropriate:

- Provide support to the commission/council, including correspondence, mail, telephone calls, emails, conference registration, hotel and travel arrangements.
- Financial disclosure data input.
- Prepares proclamations and certificates of appointment and appreciation.
- Business Tax Receipt Customer Service Clerk.
- Planning and coordination of special events.
- Public information for distribution and website.
- Accounting Clerk tasks/Auditing Tasks.

***Deputy Town Clerk, FT
Town of Mangonia Park***

Must have at least three (3) years of experience in Municipal, County and/or State Government. Starting Salary based upon experience. Send resume to salbury@tompfl.com