

RESOLUTION NO. 867

**A RESOLUTION OF THE TOWN OF SEWALL'S POINT,
FLORIDA, AUTHORIZING THE PROPOSED BUDGET
AMENDMENT; PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Town of Sewall's Point, Florida, desires to authorize a budget amendment as follows:

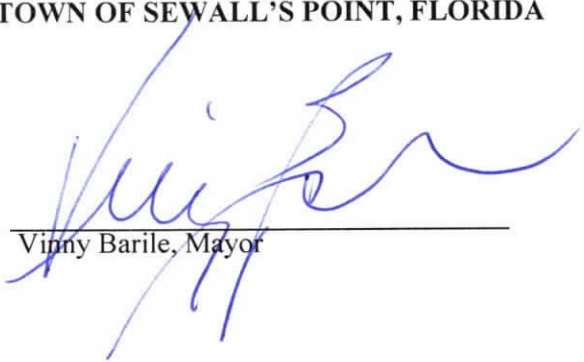
- appropriate \$14,000 to account 513.12 , from account 381.000

NOW THEREFORE, BE IT RESOLVED by the Town of Sewall's Point, Florida that:

1. The Budget Amendment described in the recitals above is hereby authorized.
2. The Resolution will take effect immediately upon its adoption.

DULY ADOPTED at a regular meeting this 27th day of November 2018.

TOWN OF SEWALL'S POINT, FLORIDA




Vinny Barile, Mayor

ATTEST



Cheryl White, MMC, Interim Town Clerk



Glen J. Torcivia, Town Attorney
Florida Bar No. 343374
Approved as to form and legal sufficiency



**TOWN OF SEWALL'S POINT
JOB DESCRIPTION**

Title: Town Clerk, Human Resources & Accounts Manager

FLSA Status: Salaried, Exempt

Position Classification: 2

Position reports to: Town Manager

GENERAL DESCRIPTION:

Professional administrative work managing the various functions and responsibilities of the Town Clerk's Office, serving also as Human Resources Manager, with additional responsibilities for accounts payable and financial matters. Works closely with and under the general direction of the Town Manager. The following essential job functions are not to be construed as a complete statement of all duties performed. All employees will be required to perform other job related duties as required for the efficient operation of the Town.

ESSENTIAL JOB FUNCTIONS:

A. Town Clerk Responsibilities

1. Timely advertise all notices as required by law (e.g., ordinances, elections, TRIM)
2. Coordinate and distribute all town meeting agenda documents, including Workshops, Regular and Special Commission Meetings; Code Enforcement Board and Board of Zoning Adjustment and other committees of the Town (Town Meetings)
3. Attend and record all Town Meetings
4. Prepare Minutes of all Town Meetings
5. Oversee timely website posting of Minutes and Recordings of all Town Meetings
6. Act as the official custodian for the safekeeping and retention of all Town records
7. Maintain files of all original executed ordinances and resolutions
8. Ensure timely and accurate codification of ordinances
9. Maintain a file of all original executed contracts and agreements
10. Respond to public records or other information requests in compliance with law
11. Organize Town Elections and Special Elections in conjunction with the Martin County Supervisor of Elections, ensuring compliance with all requirements of Town election laws

B. Accounts and Financial Responsibilities

1. Ensure timely and accurate payment of all Town bills
2. Manage all Town insurance policies, payments and claims
3. Maintain an accurate record of all accounts payable and accounts receivable
4. Deposit all monies received in appropriate accounts

5. Maintain records of all receipts and disbursements in accordance with the State Uniform Accounting System using the QuickBooks software program
6. Ensure that the Town Manager is kept apprised of all matters pertaining to the financial condition, financial operations and investments of the Town.
7. Initiate and manage formal purchasing proceedings when necessary, including compliance with advertising, bid opening and notification procedures

C. Human Resource Responsibilities

1. Act as the Town's Human Resources Officer, including administration of employees' health, dental, life and disability insurance
2. Administer the Town's deferred compensation programs
3. Input the payroll for all employees bi-weekly
4. Maintain records of all overtime, court appearance, holiday and vacation pay
5. Regularly reconcile internal payroll records with external payroll system

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The ordinances, policies and procedures of the Town
- Computer applications as they apply to this office
- Good management practices
- Rules, regulations, procedures and policies of the Town
- Archives and records management laws, systems and technology
- Election laws

Ability to:

- Perform work requiring advanced knowledge (work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment) in a field of science or learning.
- Input and retrieve data via computer.
- Assess needs and prioritize them.
- Motivate staff when appropriate.
- Deal with a variety of individuals and groups.
- Express ideas clearly and concisely, orally and in writing.
- Communicate concisely and effectively in the English language by phone, or in person in a group or one-to-one setting, both orally and in writing under normal and stressful conditions.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Comprehend and make references from material written in the English language.
- Maintain moral standards and integrity.
- Regularly exercise discretion and independent judgment (the making of real decisions in significant matters, as opposed to the kinds of decisions normally made by clerical and similar type employees) with respect to matters of significance and make reasonable decisions rapidly as to appropriate action under pressure/in emergency situations in accordance with rules, regulations and policies; adapt to stressful and rapidly changing situations; apply discretion in maintaining confidentiality of information; observe and

interpret what is observed; evaluate situations and people effectively; and apply good judgment.

- Exercise sound expert independent judgment within general policy guidelines.
- Establish and maintain cooperative and effective working relationships with the Town officials, employees, and the general public.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.
- Control temper, maintain objectivity; take criticism, function under stress.
- Remain in a standing or sitting position for extended periods of time.
- Work safely without presenting a direct threat to self or others.
- Have such other knowledge, skills, and abilities necessary to perform duties assigned by management.

EDUCATION AND EXPERIENCE

Bachelor's degree in Business Administration, Public Administration or a related field from an accredited college or university, plus extensive experience in the management of municipal records. A comparable combination of training, education or experience may be substituted for the minimum qualifications. Having a Certified Municipal Clerk accreditation through the International Institute of Municipal Clerks is highly desirable.

ESSENTIAL PHYSICAL SKILLS:

- Ability to communicate both orally and in writing
 - Acceptable eyesight (with or without correction)
 - Acceptable hearing (with or without hearing aid)
 - Walking, standing, bending, stooping, sitting as required
 - Driving
 - Typing
 - Enter or retrieve data from a computer terminal, PC or other keyboard device
 - Able to work at a computer terminal for lengthy periods of time in order to complete assigned tasks
 - The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception
 - Any other physical skills required to perform the essential functions of the job
- (Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

ENVIRONMENTAL CONDITIONS:

- Work inside

EQUIPMENT AND TOOLS

Ability to operate a variety of machines and equipment including office equipment, telephones, typewriters, computers, calculators, etc., and any tools or equipment necessary to carry out assigned tasks or duties.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ADDITIONAL REQUIREMENTS:

Performs additional duties as required.

Employment Experience

GOVERNMENT	0
Human Resources	2
Bookkeeping	1
Sales	3
Military/Law Enforcement	2
Retail	4
Health Care	3

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Mayor

ATTEST _____