

Town Clerk-Finance

Town of Montverde

The Town Clerk serves in a highly visible role. This is a responsible and professional position assisting the Town Mayor in the administration of the Town. The Town Clerk is responsible for such duties as serving as the Town's custodian of its public records, and has responsibilities for the Town's codes and laws, cemetery, planning and coordinating events, election process, and meetings. Responsibilities also include administrative matters related to promotion of the Town, attending meetings and events, budgets, and assisting on personnel matters related to benefits and personnel orientation. Position is directed and supervised by the Town Mayor.

Education, Certifications and Experience: An Associate Degree from an accredited college, or university and three years of experience as a clerk for a local government. Bachelor's degree preferred. Certified Municipal Clerk's certification with IIMC/FACC preferred (or working towards). Master Municipal Clerk's (MMC) certification a plus. Certified Public Managers (CPM) a plus as are other certifications. Combination of education and experience as municipal clerk will be evaluated in lieu of degree

This is a full-time, hourly position with benefits to include paid holidays, paid time off (PTO), medical, dental, life insurance and retirement plan. Cover letter, Resume and Town Application must be "emailed only" to Joe Wynkoop (mayor@mymontverde.com). www.mymontverde.com. No Phone Calls. Mailed or Delivered Applications will not be considered.

Applications will be accepted for this position until August 25, 2017 at 10:00 AM.

Salary Range: \$55,281 - \$82,869

Hourly: \$26.58 - \$39.84

Pursuant to Florida Sunshine Records Law, applications and resumes are subject of disclosure. The Town of Montverde is an Equal Opportunity Employer and Drug Free Work Place.



POSITION PROFILES:

TOWN CLERK

8/8/2017: Grade: 5 Salary Range: \$55,281 - \$82,869
Non-exempt/Hourly:

GENERAL DESCRIPTION OF JOB DUTIES:

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SELECTION FACTORS:

Work Experience: Oversees all Town Clerk related items and serves as the Administrative Assistant to the Town Mayor. Assists the Mayor in the Administrative and Human Resources areas of the Town.

Education and Certifications: An Associate Degree from an accredited college, or university and three years of experience as a clerk for a local government. Bachelor's degree preferred. Certified Municipal Clerk's certification with IIMC/FACC preferred (or working towards). Master Municipal Clerk's (MMC) certification a plus. Certified Public Managers (CPM) a plus as are other certifications. Combination of education and experience as municipal clerk will be evaluated in lieu of degree

Nature of Work: Administrative work managing the Town's records and related activities as explained throughout this Position Profile, as well as other duties that may be assigned by the Town Mayor.

Additional: Successful passing of required pre-employment drug check as the duties of the Town Clerk require working with confidential information. Successful completion of other background checks (such as criminal and financial) is required.

Work Requirements (including physical requirements): Work in this classification is performed primarily indoors at a desk/workstation requiring extended periods of sitting and operating a computer, recording and presentation equipment, some bending and stretching and may on occasion require very limited (less than 20 pounds) physical lifting, pushing and pulling to perform essential job functions. May require being outdoors in various weather conditions when preparing for and attending Town community events. Additional physical requirements are standing, acceptable vision (with or without correction), acceptable hearing (with or without correction), speaking and writing.

ESSENTIAL JOB FUNCTIONS:

- Oversees all areas related to Town Clerk and directly assists the Mayor with the Administrative Town functions.
- Oversees the Cemetery and related records and processes.
- Acts as records custodian (liaison to the State) and maintains all related records.
- Assists the Mayor with Council meeting agendas, meeting functions, records and related including execution of signatures.
- Attends, records and keeps the official minutes of all Town Council meetings and Subcommittee meetings.
- Posting all required notices and agendas and updating required information to the Town website, including maintain the Town's social media resources.
- Thorough knowledge of principles, practices, methods and theories of Clerk, Administration and Human Resources.
- Thorough knowledge of laws, ordinances, regulations and statutes which govern related functions, including by example public records, election processes.
- Thorough knowledge of research methods and techniques and methods of effective report presentation.
- Thorough knowledge of office practices and procedures, accounting equipment, and integrated planning information systems.
- Thorough knowledge of governmental budget and financial procedures and assist with budget and other financial matters as assigned by the Mayor.
- Effectively and efficiently handle day-to-day duties related to public records requests, preparation of required reports, and newsletters.
- Ability to work effectively with elected officials, Town Mayor, town employees, representatives of other agencies and the general public.
- Ability to cope with situations firmly, courteously, tactfully, impartially and with respect to the rights of others.
- Ability to react quickly and calmly under emergency conditions.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain security and confidentiality.
- Required to respond under emergency conditions.
- Attend work on a continuous and regular basis.
- Performs other related duties as assigned.
- Assist the Town Mayor in any development projects, which would include working with the Town Planner, Engineer and Town Attorney.
- Assist with issuing building permits.
- Maintain current notary commission to provide required notary services.

The work requirements and the essential job duties described are not an exhaustive list. The Town Clerk is required to perform other job related essential and non-essential duties, requirements, and skills as assigned by the Mayor and as otherwise required for the position.

JOB DESCRIPTION- EMPLOYEE ACKNOWLEDGEMENT

I reviewed and understand the above described job duties and responsibilities for Town Clerk. I confirm I am able to perform these duties. I also acknowledge this is a list of the primary/essential job functions and is not to be considered an all-inclusive list, as other duties may be assigned as needed. I realize I will be evaluated in accordance with these job responsibilities. In addition, I must comply with the Town's policies and procedures, including, but not limited to, those relating to safety, quality, attendance and punctuality. I understand the Mayor reserves the right to assign me additional duties and/or revise this Position Profile as business needs arise.

Employee Name – Print: _____

Employee Signature _____

Date _____

EMPLOYMENT APPLICATION



Please answer all questions completely in your handwriting in ink. Resumes are not accepted in lieu of completion of this application. **NOTE:** This application was designed for use with several types of job positions. Some questions may not be completely applicable to the job position you are seeking; however, we ask that you answer all questions. **Note: If applying for a Fire Department position, per Florida State Statute, only non-users of tobacco products for the 12 months prior to application date will be considered for employment.**

I. PERSONAL INFORMATION

Last Name	First	Middle	Date
Street Address			Home Phone ()
Town	State	Zip	Business Phone ()
Have you ever been involuntarily terminated or requested to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" explain:			If hired, can you provide verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	If required for the position, do you have a valid Florida driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever worked under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" name:			
Are you able to perform the essential functions of the position as listed and described with or without a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a crime or been a defendant in a civil action for an intentional tort? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" list offense, date and disposition of the case: (Convictions will not necessarily disqualify you for the position)			

II. EMPLOYMENT INTERESTS

Position Desired	Date Available	Salary Desired	Would you be willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Employment Desired Regular <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input type="checkbox"/>	Days and hours available for work		
How were you referred to our Town? <input type="checkbox"/> Ad (Where) _____ <input type="checkbox"/> Employee Referral (Name) _____ <input type="checkbox"/> Agency (Name) _____ <input type="checkbox"/> Other (Please specify) _____ <input type="checkbox"/> Walk-in			

III. EDUCATION INFORMATION

School Level	Name and Location of School	Course of Study	Circle last grade Completed	Did you Graduate?	Degree or Diploma
High School			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
College/University			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
Post Graduate			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
Business/Trade Technical			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	

IV. SKILLS - If Applicable for Position for Which You Are Applying

Typing speed wpm	10 key by touch <input type="checkbox"/> Yes <input type="checkbox"/> No	Foreign Languages <input type="checkbox"/> Yes <input type="checkbox"/> No (indicate language and proficiency to speak, read and write)
Computer Skills (Indicate software used)		
Other Skills		
Do you have any experience, training, qualifications or special skills which you think make you especially suited for work at this Town? (Explain)		

NOTICE TO APPLICANTS: This employer complies with the Americans with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.

V. EMPLOYMENT INFORMATION (start with current or most recent employer). Account for all time periods including unemployment, self-employment and military service. (Attach separate paper(s), if necessary.)							
1	Company Name			Phone ()		From Mo./Yr.	To Mo./Yr.
	Street Address		Town	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Company Name			Phone ()		From Mo./Yr.	To Mo./Yr.
	Street Address		Town	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Company Name			Phone ()		From Mo./Yr.	To Mo./Yr.
	Street Address		Town	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

VI. ACKNOWLEDGMENT

Please read carefully, initial each paragraph, and sign below

Initial	The State of Florida is classified as an employment at-will State meaning that the terms of employment may be changed with or without notice, with or without cause, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. I acknowledge that my employment at the Town of Montverde (the Town) is at-will. I have entered into my employment with the Town voluntarily, and acknowledge that there is no agreement or contract, express or implied, between the Town and me for continuing or long-term employment. While supervisors and managers have certain hiring authority, no supervisor or manager or representative of the Town has any authority to alter the at-will relationship.
Initial	I authorize any person, school, current employer (except as expressly noted), past employer(s), and organization, including consumer/credit reporting agencies to provide the Town with relevant information and opinion, personal or otherwise, including access to and obtaining copies of personnel records that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you.
Initial	The contents of any employee handbook or personnel manuals, as well as other Employer policies and practices, are subject to change or modification by the Employer, solely at its discretion, without notice. I also understand that no supervisor or other official of the Employer (except its Town Manager, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.
Initial	In consideration of employment, I agree to obey the policies, rules and standards of the Town. I understand that nothing contained in this application or in the interview process is intended to create a contract between the Town and myself for either employment or for the providing of any benefits. I agree that my employment is at-will and the terms of employment may be changed with or without cause, with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work, at any time, for any reason, at the option of myself or the Town. This constitutes my entire agreement with the Town with regard to the length of my employment.
Initial	I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering others or myself at any time during my employment, I may be required to take an alcohol/drug test.
Initial	I am able to perform the essential functions of the position with or without a reasonable accommodation.
Initial	I understand that all offers of employment are conditioned upon my providing satisfactory documentary proof of my identity and legal right to work in the United States.
Initial	I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions will disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.
Initial	This application will remain active for ninety (90) days. Any applicant wishing to be considered for employment beyond ninety (90) days should reapply.
Initial	Fire Department applicants only: I hereby state that I have been a non-user of tobacco products during the twelve (12) month period prior to the date of this application.

Applicant Signature:	Date:
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This employer is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, veteran status, citizenship status, or marital status. We assure you that your opportunity for employment with this employer depends solely upon your qualifications