

EMPLOYMENT OPPORTUNITY

The City of Sopchoppy is currently seeking a professional individual to fill the position of City Clerk/Finance Director/Administrator. The ideal candidate should be a strong communicator, energetic, enthusiastic, creative, and motivated by accomplishment. Specifically, the ideal candidate would demonstrate strength in the areas of governmental accounting/finance/budgeting, human resource management, risk management, grants administration, citizen services, intergovernmental & legislative affairs, and performance measurement/benchmarking. This position directs, manages and oversees the activities and operation of the city to include, but not limited to the following: official records custodian maintaining all public records, elections officer, annual preparation of the city budget, annual audit, agenda preparation, minutes, ordinances, resolutions, and management of the utility billing department.

The City of Sopchoppy is a small municipality of less than 500 residents located 35 miles south of Tallahassee, bordering the Apalachicola National Forest, Wakulla County. Residency within Sopchoppy or Wakulla County will be required.

Information and applications are available on the City of Sopchoppy website: www.sopchoppy.org. Interested candidates may submit a resume and cover letter, along with an application to: Jackie Lawhon, MMC, City Clerk @ P.O. Box 1219, Sopchoppy, FL 32358 or E-mail: Jackie.lawhon@sopchoppy.org. Applications will be received thru January 22, 2016. Employment expected to commence in March 2016.

“The City of Sopchoppy, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Sopchoppy, Florida will provide reasonable accommodations to qualified individuals with disabilities”.

JOB/POSITION DESCRIPTION

POSITION TITLE – CITY CLERK/FINANCE DIRECTOR/ADMINISTRATOR

SUMMARY DESCRIPTION:

The City Clerk/Finance Director/Administrator plans, directs, manages and oversees the activities and operations of the City Clerk's Office, Finance Department, Utility Billing Department and other related activities, including, but not limited to: maintaining public records; preparing annual city budget; assisting auditors in annual audit, preparing agenda, minutes, ordinance and resolutions; managing utility billing; preparing payroll, accounts payable and general ledger reconciliations to bank reconciliations, managing grants, human resources, representing the city on boards and committees, negotiations on behalf of city, conflict resolution. The selected candidate must exercise a high degree of independence, initiative, professional experience and sound judgement.

REPORTING AUTHORITY:

The City Clerk is a Charter position and reports directly to the City Council.

MINIMUM QUALIFICATIONS:

- Be at least 21 years of age.
- Be a citizen of the United States.
- Degree in Business/Public Administration or related field preferred or other equivalent combinations of training, education and experience.
- Have a municipal clerk's certification or obtain one within a (4) year period.
- At least 3 years of management experience within a government entity preferred.
- Familiarity with government cost accounting preferred.
- Must have municipal experience, including supervisory experience and strong technical and communication skills.
- Have not been convicted of any felony or of a misdemeanor involving perjury or false statement.
- Ability to be bonded as a Notary Public of the State of Florida

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, managerial and professional work in planning, coordinating and directing the activities of the city.

- Attend meetings, seminars, conferences and training courses to keep abreast of current trends, technology and procedures. Preparation of monthly council meeting agendas and minutes. Assist City Attorney in preparation of city ordinances and resolutions.
- Establish and maintain a cooperative rapport and working relationship with other governmental agencies as appropriate. Attend and represent the City of Sopchoppy at various meetings with elected officials and other governmental agencies.
- Oversee the development of the city budget and fiscal operations of the city; efficiently administer all capital, personnel and operating expenses of the city consistent with the allocated budget; and pursue alternate funding sources.
- Establish and administer a records management system by which administrative records are maintained in compliance with the Florida Public Records Law. Maintain public records in accordance with applicable records retention schedules.
- Provide trusted and effective leadership to department personnel by remaining a positive example; enhancing one's own knowledge through training and specialized courses; providing sound direction that is consistent with the law, current training a methodology; being fair and impartial in all personnel matters including assignments, promotions, commendations, discipline and conflict resolution; fostering a positive, productive and harmonious working environment; keeping department personnel informed through effective communications; being attentive and receptive to the needs of department personnel; encourage input from department personnel on matters that most affect them; and recognizing the attributes of personnel and allowing them to utilize their knowledge, skills and abilities for the betterment of the department.
- Serves as Financial Disclosure Coordinator for the city.

ABILITIES AND SKILLS

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.

- ✓ Willing and able to assume full management responsibility for city hall activities and services, as well as perform a variety of complex administrative, managerial and professional work.
- ✓ 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 comprehend requirements in local, state and federal administrative codes.
- ✓ Possess an above-average understanding of Florida Statutes and Florida Administrative Codes.

- ✓ Possess excellent time management and organizational skills and the ability to perform a number of tasks concurrently.
- ✓ Possess excellent reasoning ability to make, in a timely manner, the most logical choices after prioritizing needs and evaluating various options.
- ✓ Possess excellent fiscal management skills.
- ✓ Possess average or better computer skills.
- ✓ Ability to prepare administrative reports that are professional in appearance and content.
- ✓ Ability to provide trusted and effective leadership
- ✓ Ability to cope with situations firmly, courteously and tactfully and with respect for the rights of others.
- ✓ Ability to work extended hours.
- ✓ The ability to walk or stand for extended periods of time.

WORK ENVIRONMENT

- An equal amount of time is spent performing administrative skills in a standard office.
- 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.