



JOB OPENING

Deputy Town Clerk / Administrative Assistant to Council

Salary Range: \$45,315 – \$64,575

Full-Time, Exempt position

Closing Date: Open until filled

Reports to: Town Clerk

Summary:

The Administrative Assistant / Deputy Town Clerk provides analytical, administrative and clerical work in support of the Town Council and Town Clerk. This position assists in planning and organizing of daily operations of the Town Clerk's office, including the production and safekeeping of all records pertaining thereto.

Essential Duties

- Supports Council's and Clerk's charter duties.
- Performs advanced secretarial and administrative work, as directed by the Town Clerk.
- Assists with responding and tracking of public records requests.
- Coordinates council travel arrangements.
- Maintains the schedule of the Town Council, as requested.
- Researches and compiles information; tracks constituent correspondence and requests.
- Prepares written and statistical reports, receives and responds to requests.
- Maintains status of various projects; projects may include statistical analysis, legislative research, liaison with the public and varied community groups.
- Prepares or accumulates material to be included in speeches to be delivered by the Town Council.
- Files, prepares correspondence for review, prepares reports.
- Receives calls and answers questions as they relate to the Town Council.
- Maintains custody of municipal records, including ordinances, resolutions, and contracts.
- Administers oaths, accepts affidavits, and maintains municipal deeds, leases, agreements and other records as required.
- Attends all Town Council meetings; serves as assistant to the Town Clerk during the meeting, if needed, with procedural matters, motions, vote tabulations.
- Serves as Acting Town Clerk in the absence of the Town Clerk.
- Prepares agenda and distributes agendas and back-up materials for the above-referenced meetings.
- Provides public notice of all meetings subject to the Sunshine Law and provides for legal advertising, publication, and posting of notices, as necessary.
- Processes lien search requests
- Assists in emergency response operations, as assigned by the Town Manager or designee
- Assists the Town Clerk in the preparations for general and special elections.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Must be fluent in English. Ability to communicate in Spanish is a plus.
- Knowledge of business English, spelling, grammar, punctuation and vocabulary.
- Ability to obtain valid Notary Public Commission by the State of Florida
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- Ability to rapidly acquire considerable knowledge of the local municipality and procedural regulations applicable to the town or local government.
- Ability to assist in the keeping of complex records.
- Ability to develop and maintain effective public relations.
- Ability to deal with confidential and sensitive matters
- Excellent organizational skills required.
- Knowledge of Florida statutes related to municipal government.
- Demonstrated proficiency in Microsoft Office applications.
- Ability to meet the public, understand their questions, and provide clear answers.
- Ability to work evening meetings and flexible hours, as needed.

Minimum Requirements:

Bachelor's degree in Public or Business Administration or related field. Minimum of two (2) years of experience in similar administrative position demonstrating a broad knowledge of principles and practices of public administration and government organizations. Related work experience may be substituted for required education on a year to year basis. Valid Driver's License.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

Applicants must complete all requirements established by the Town of Miami Lakes for employment. This may include, but is not limited to, a written examination, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email Jobs@miamilakes-fl.gov

Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 09/05/2024