



CITY OF BUNNELL

Job Title:	City Clerk	Job Category:	
Department/Group:	Administration	Job Code/ Req#:	
Location:	City of Bunnell, FL	Travel Required:	
Level/Salary Range:		Position Type:	
HR Contact:	Amy De Vries	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:	BunnellHR@bunnellcity.us		
Applications Accepted By:			
Fax or E-mail: BunnellHR@bunnellcity.us Fax: 386-437-7503 Attention: HR Department		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Description: The City Clerk will maintain all documents necessary for the effective administration and operation of the Bunnell City Government, provide support to the Bunnell City Manager, the Bunnell Mayor and the Bunnell City Commissioners. The Clerk will aid in the delivery of effective government services.</p> <p>In addition, the City Clerk conducts regular and special municipal elections, stores and secures all City documents in a systematic and easily accessible manner in accordance with City standards. The Clerk will be responsible for handling Public Records Requests and ensure an efficient, accurate, and effective information flow throughout the City diversely and inclusively, manage efficient Mail and Printing services, and deliver proficient technical systems support and training for small departments.</p> <p>The Clerk is responsible for attending the City Commission meetings, recording the minutes electronically in a concise and accurate manner which will include references to all ordinances introduced, resolutions adopted by the Council and shall be the custodian of the City Seal. The City Clerk, as the City's official Records Manager, is also responsible for the destruction of City records.</p> <p>Requirements: Must have a CMC certificate (or be certified within one year) and a Bachelor's Degree or experience as a City Clerk in lieu of the degree.</p> <p>Professional Licenses: Must possess a valid Florida Driver's License</p> <p>Work Environment: Normal Work Environment</p> <p>The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.</p>			



CITY OF BUNNELL

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	