



CITY OF OKEECHOBEE

JOB DESCRIPTION

AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: CITY CLERK

Department:	City Clerk's Office	Type:	Appointed, Full-Time
Supervised By:	City Council	Annual Salary:	\$63,369.21 - \$71,290.37
Supervision Duties:	Yes	Opening Date:	September 10, 2026
FLSA Status:	Exempt	Closing Date:	October 9, 2026, at 1:00pm

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. The duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

POSITION SUMMARY

The City Clerk is a highly responsible executive position and Charter Officer appointed by the City Council who serves as the City's secretary. The City Clerk is responsible for the operations of the City Clerk's Office, including administration, budgeting and fiscal management, policy development, official records management, City Council meeting administration, and City elections. The position requires considerable independence, discretion, and judgment in interpreting and applying policies, rules, regulations, and statutes. The City Clerk provides professional assistance and coordinates with City departments, governmental agencies, community organizations, citizen groups, and the public. The City Clerk serves as custodian of official City records, records the actions of the City Council, maintains official City maps, and coordinates City elections.

I. ESSENTIAL FUNCTIONS

A. Administrative

1. Plan and oversee Department operations and establish work priorities.
2. Develop methods for accomplishing short- and long-range goals and daily objectives consistent with City priorities.
3. Maintain constructive and productive relationships with City officials, other municipalities, County, State and Federal agencies, professional and technical organizations, community organizations, and the public.
4. Prepare the Department's annual operating and capital improvement budgets; submit budget requests; maintain appropriate controls over the adopted budget; and perform financial and economic analysis necessary for effective program and fiscal management.
5. Monitor intergovernmental actions affecting the Department and take appropriate action to sustain and enhance the Department's ability to meet community needs.
6. File, maintain, and index original City documents, including but not limited to:
 - a. Minutes of boards and committees
 - b. Ordinances and related applications and petition files
 - c. Comprehensive plan text amendments
 - d. Future land use map amendments
 - e. Land development regulation amendments
 - f. Rezoning
 - g. Resolutions
 - h. Contracts and agreements
 - i. Leases, liens, and deeds

- j. Subdivision developments
- k. Annexations and petitions
- l. Street and alley use licenses
- m. Special exceptions and variances
- 7. Serve as custodian of official City maps, including zoning, future land use, and subdivision maps. Ensure maps are updated following City Council action and incorporate changes resulting from right-of-way and alleyway abandonments.
- 8. Coordinate and process required notices for City meetings, ensuring meetings are properly advertised in newspapers, posted on public bulletin boards, and noticed on the City website and social media. This includes City Council, Code Enforcement, Planning Board, Board of Adjustment, Design Review Board, Technical Review Committee, and other committees appointed by the City Council.

B. Department Supervision

- 1. Establish and maintain policies, standards, and procedures that improve the efficiency and effectiveness of City Clerk's Office personnel and operations.
- 2. Supervise City Clerk's Office personnel and ensure the safe and efficient care of Department facilities, inventory, and equipment.
- 3. Establish work schedules, assign responsibilities, approve leave, and provide direction to Department personnel.
- 4. Establish Department work priorities and monitor employee performance.
- 5. Provide leadership and direction to Department personnel, maintain a productive work environment, and address employee concerns and grievances.
- 6. Participate in hiring, performance evaluations, salary recommendations, transfers, promotions, and disciplinary actions for Department personnel in accordance with City policies and procedures.

C. Management

- 1. Establish and maintain effective working relationships and provide guidance, support, and assistance to Department personnel, other City departments, and residents.
- 2. Address complaints promptly and courteously and communicate professionally and effectively, both orally and in writing.
- 3. Demonstrate the City's values through excellent customer service, creative problem-solving, sound decision-making, and responsible stewardship of City resources.
- 4. Ensure Department personnel follow applicable City safety requirements and recommend changes to Department safety practices when appropriate.
- 5. Maintain responsibility for Department official documents and records and ensure appropriate records management and transfer.
- 6. Facilitate the negotiation, preparation, and management of Department contracts and agreements with other agencies and vendors.
- 7. Attend seminars, conferences, and workshops to remain current on municipal practices, technology, management, and supervisory techniques; and authorize employee participation in training, continuing education, and certification programs.
- 8. Co-sign all City fund accounts, including payroll and accounts payable.

II. CHARTER, ORDINANCE, AND OTHER REQUIRED DUTIES

A. Charter Duties

- 1. Attend all City Council meetings.
- 2. Maintain a true and correct record and minutes of City Council meetings, including:
 - a. Set up and prepare the Council Chambers or meeting facility.
 - b. Ensure the facility is open to the public at least 30 minutes before the noticed meeting time.
 - c. Maintain and record complete copies of documents provided to Council before or during

- meetings.
- d. Prepare and submit minutes for approval and distribute approved minutes to City departments and the City website.
- 3. Serve as custodian of City Council records, including:
 - a. Ensuring approved documents are executed by all parties and files are completed based on Council action.
 - b. Providing required notifications regarding information or instructions resulting from Council action.
 - c. Performing responsibilities assigned under Records Management Liaison Officer duties.
- 4. Administer Oaths of Office and coordinate and host investiture ceremonies for elected officials following elections or appointments.

B. Duties Prescribed by Ordinance

- 1. Maintain and safeguard the City seal; attest the Mayor's signature and affix the seal to official documents.
- 2. Serve as Election Coordinator.
- 3. Perform duties prescribed by general law and additional duties assigned by the City Council.
- 4. Prepare reports and furnish information and data requested by the City Council.

C. Records Management

- 1. Serve as the Records Management Custodian Liaison Officer to the State Division of Library and Information Services, Bureau of Archives and Records Management.

III. QUALIFICATIONS

A. Knowledge of

- 1. Principles, practices, and methods of office administration.
- 2. Appropriate terminology and communication methods for interacting with individuals from varied backgrounds, both in person and by telephone, to provide and obtain information.
- 3. Computers and common office applications, including word processing, spreadsheets, email, and internet applications.
- 4. Multi-line telephone systems, cell phones, and standard office equipment.

B. Ability to

- 1. Type accurately and efficiently.
- 2. Spell correctly and use proper grammar.
- 3. Communicate calmly and clearly in stressful situations.
- 4. Effectively manage multiple tasks in both high-stress and routine environments.
- 5. Hear and distinguish spoken communication at ordinary auditory thresholds.
- 6. Maintain control of personal emotions and reactions.
- 7. Communicate effectively, orally and in writing, with the public, elected officials, department heads, City employees, and employees of other governmental agencies.
- 8. Exercise sound judgment and deal effectively and diplomatically with coworkers, supervisors, and members of the public, including individuals who may be upset or unreasonable.
- 9. Complete responsibilities within established deadlines.
- 10. Work independently, both physically and mentally.
- 11. Coordinate, delegate, and negotiate effectively.
- 12. Represent the City at public events and special projects, including career fairs, which may require work outside normal office hours.
- 13. Work flexible hours, including evenings, weekends, and holidays, when required.

IV. MINIMUM REQUIREMENTS

A. Education and Experience

1. Bachelor's Degree or equivalent work experience.

B. Licenses, Certifications, and Additional Requirements

1. Valid Florida Driver's License with a three-year clean driving record, maintained throughout employment without restrictions that interfere with job performance.
2. At least 18 years of age.
3. United States citizen or legal resident of the State of Florida.
4. Successful completion of a background investigation and reference check.
5. Successful completion of a pre-employment 10-panel substance screening and health physical.
6. Obtain a Notary Public commission within six months of employment.
7. Obtain a Certified Municipal Clerk or Master Municipal Clerk designation within five years of employment.

V. PHYSICAL DEMANDS

- A. Work is primarily performed in an office environment. Hand-eye coordination is required to operate computers and office equipment. The employee regularly sits, walks, talks, hears, uses hands to finger, handle, feel, and operate objects or controls, and reaches with hands and arms.
- B. The employee may occasionally climb or balance; stoop, kneel, crouch, crawl, and smell. The position may require prolonged sitting and use of telephones, computers, and two-way radios.
- C. At times the employee must be able to independently lift, move, and carry objects weighing up to 30 pounds and lift, move, and carry objects weighing more than 30 pounds with assistance.
- D. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

VI. WORK ENVIRONMENT

- A. Work includes both repetitive and non-repetitive activities and requires a high degree of accuracy. The position involves complex decisions based on concrete and abstract variables and may require decisions to be made under stress. The employee is accountable for actions and decisions taken in the performance of the position.
- B. The work environment is generally quiet to moderate, with occasional background distractions from telephones, conversations, and other office activity.
- C. The employee must report to work on time and may be required to work extended hours, evenings, weekends, holidays, or other periods outside the regular schedule when necessary.

VII. WORK LOCATION AND HOURS

- A. **Location:** City Hall, City Clerk's Office
55 Southeast 3rd Avenue, Room 101
Okeechobee, Florida 34974
- B. **Work Schedule:** 40 hours per designated work week, Friday through Thursday.
- C. **Normal Office Hours:** Monday through Friday, 8:00 a.m. to 4:30 p.m., including two 15-minute breaks and a 30-minute unpaid lunch.

VIII. ADDITIONAL INFORMATION

A. Evaluation Period

1. Successful candidates will serve a probationary period of six months or longer to evaluate ability, work habits, and conduct. The Department Head may dismiss a new employee without notice and without cause during the probationary period.
2. Employees may not use accrued annual leave during new-hire probation.

B. Drug Testing Policy

1. The City is committed to maintaining a safe workplace. The City maintains a drug- and alcohol-free

workplace program to promote employee and public safety, health, productivity, and morale.

C. E-Verify

1. The City participates in E-Verify in compliance with Federal and State law. Newly hired employees are queried through the electronic system established by the U.S. Department of Homeland Security and the Social Security Administration to verify identity and employment eligibility. Employment offers are contingent upon timely completion of Form I-9 requirements and confirmation of employment authorization through E-Verify.

D. Benefits

1. In addition to competitive salaries and professional development opportunities, the City offers the following benefits:
 - a. Health insurance. The City currently pays employee coverage and contributes toward family/spouse premiums.
 - b. Group life and disability insurance paid by the City for the employee. Additional policies are available at group rates.
 - c. Additional voluntary insurance options through payroll deduction, including legal, cancer, long-term illness, dental, and vision coverage.
 - d. Job-connected injury benefits.
 - e. Paid leave, including 96 hours of annual leave and 96 hours of sick leave per year, plus other applicable leave.
 - f. 12 paid holidays.
 - g. Credit union membership.
 - h. Defined Member Benefit Pension Plan with contributions from the City and employee.
 - i. 457 Deferred Compensation Plan with employee contributions.
 - j. Mandatory bi-weekly direct deposit payroll.

E. Veterans' Preference

1. Former military personnel, or their spouse, who are verified as a "Veteran" under Florida Administrative Code Rule 55A-7.009 will receive an interview if they meet the minimum competency factors of the position. Veterans' preference does not guarantee employment. Positions are filled with the best qualified candidate as determined by the hiring Department Head.

CONTACT

Denise Whitehead, City Administrator
City of Okeechobee
55 Southeast 3rd Avenue, City Hall, Room 201
Okeechobee, Florida 34974
863.763.9812
cityadmin@cityofokeechobee.com