MUNICIPAL CLERK

CITY OF FOLLY BEACH

 SUMMARY:

Appointed by City Council, this position performs a variety of administrative and specialized duties which require accuracy, proficiency, confidentiality, and independent judgment. The Municipal Clerk serves as the primary FOIA contact for the City; serves as the Clerk of Council to maintain official records, resolutions, ordinances and acts of the City Council; coordinates codification of changes to City ordinances; serves as the Administrative Department Office Manager; and attends all council meetings and certain board meetings. This position is under supervision of the City Administrator, performs administrative and secretarial tasks for City Council Members.

KNOWLEDGE, SKILLS, ABILITIES, AND TRAINING:

* A minimum of a bachelor’s degree in business administration, finance, public administration, or related field is required. Master’s degree is preferred.
* A minimum of five years of experience in administrative, human resources, legal, public administration or records management work is required.
* Designation as a Certified Municipal Clerk (CMC) is preferred.
* Proficiency in Microsoft suite.
* Must be self-motivated, highly organized, able to perform multiple tasks concurrently and able to work independently and as part of a team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Serves as Clerk of Council; produces agendas, ordinances, resolutions and any other documents as needed by City Council.
* Produces, disseminates, and files minutes of all City Council meetings and Board/Committee meetings. Maintains records for term expirations.
* Ensures council chambers are prepared for all City Council and Board meetings, including but not limited to, copying material for the public, testing of sound equipment, and distributing any new material to Council/Board members.
* Ensures Folly Beach Code of Ordinances is maintained and updated; distributes supplements to the Code of Ordinances when received.
* Responsible for all FOIA requests from filing the forms, to submitting them to the proper departments and seeing that the requests are sent back to requestor pursuant to State law.
* Ensures proper and legal advertisement of all public meetings.
* Serves as office manager by ordering office supplies for the entire City, business cards, apparel, etc.
* Assists Administration with any special projects and research.

QUALIFICATION REQUIREMENTS:

* Extensive knowledge of the overall operations of a municipal government including policies, procedures, ordinances, etc.
* Knowledge of parliamentary rules and procedures.
* Knowledge of South Carolina Statutes regarding duties and responsibilities of the municipal clerk.
* General knowledge of office management procedures, records management, filing systems, office correspondence, etc.
* Skilled in interpersonal relations and written and oral communication sufficient to sooth irate citizens, negotiate with companies and communicate with council members.
* Ability to establish and maintain effective relationships with City officials, employees, and general public.
* Certified or working towards Certified Municipal Clerk.

MINIMUM TRAINING AND EXPERIENCE

The City reserves the right to consider any combination of relevant education and experience that demonstrates a candidate’s ability to successfully perform the duties of the position.

* A minimum of a bachelor’s degree in business administration, finance, public administration, or related field is required (master’s degree is preferred).
* A minimum of three years’ experience in administrative, human resources, legal, public administration, or records management work is required.
* Prior government experience, specifically municipal government experience, is strongly preferred. Prior experience working in a coastal community is also a plus.
* Graduation from the South Carolina Municipal Clerks and Treasurers Institute (MCTI) and/or designation as a Certified Municipal Clerk (CMC) is preferred.
* Proficiency in and Microsoft Office Suite is required, including Word, Excel, Access, Outlook, and PowerPoint.
* Proficiency in Wordpress and Adobe are preferred.
* State and Federal FEMA Grant application experience preferred.
* Must possess a valid South Carolina Drivers’ License.
* Must possess (or be able to obtain) a South Carolina Notary Public commission.
* Knowledge of applicable state statutes and regulations, including, but not limited to, the South Carolina Freedom of Information Act and South Carolina Municipal Records Retention Schedule.
* Successful candidate must be self-motivated, highly organized, able to perform multiple tasks concurrently and able to work independently and as part of a team.

COMPENSATION AND BENEFITS:

* The starting salary for the Municipal Clerk is $45K to $55K depending on experience.
* The City participates in the SC PEBA Health and Retirement systems with 100% employee insurance paid by the City. A portion of dependent coverage is also funded.
* Vacation and Sick leave are accrued monthly.
* Tuition reimbursement is available for approved classes or degrees.
* Advanced training to benefit job performance is encouraged and funded.
* Full time employees are eligible for 11 paid holidays per year.

Please complete the online application located on our City of Folly Beach website: [www.cityoffollybeach.com](http://www.cityoffollybeach.com) Questions may be directed to Human Resources at 843-513-1837 or Kathryn Battey at kbattey@cityoffollybeach.com. Applications will be accepted until the position is filled. The City of Folly Beach is an equal opportunity employer.