

## **JOB TITLE: TOWN CLERK**

**Location: Greenville, Madison County, Florida**

### **OVERVIEW:**

Founded in 1907, the Town of Greenville is a small rural community located in Madison County in North Florida just miles south of the Georgia border. A minority-majority municipality, Greenville has a population of under 1,000 residents with a median annual income of approximately \$20,000.

Greenville is governed by a five-member, elected Town Council who meet on the second Monday of every month. The Council delegates responsibilities in carrying out its mission to the Town Manager, who oversees town staff. Under the Town Charter, the Town Council oversees three Charter officers – Town Manager, Town Clerk, and Town Attorney.

The Town of Greenville is seeking a detail-oriented and experienced Town Clerk to oversee administrative functions and provide essential support to the municipality. The Town Clerk will be responsible for maintaining official records, facilitating public meetings, ensuring compliance with legal requirements, and serving as the municipality's supervisor of elections. This position requires strong organizational skills, a deep understanding of municipal processes, and exceptional communication abilities.

### **RESPONSIBILITIES:**

- **Record Keeping:** Maintain accurate and up-to-date records, including meeting minutes, ordinances, resolutions, contracts, and official documents.
- **Custodian of Records:** Facilitate public access to municipal records and serve as the point person for all public records requests, providing requested records in a timely fashion pursuant to state law.
- **Public Meetings:** Publish and distribute public notices as required by law and prepare meeting agendas, attend, and record minutes of Town Council meetings, public hearings, and other official gatherings.
- **Elections Management:** Serve as the Municipal Supervisor of Elections and oversee municipal elections, including candidate filings and coordination with election officials to ensure compliance with election laws.
- **Legal Compliance:** Ensure compliance with municipal, state, and federal laws and regulations regarding record-keeping and administrative procedures.

- **Supervisory Role:** Oversee all staff within the department of the Town Clerk, which may include hiring, disciplining, or dismissing employees in accordance with compliance with federal, state, and local laws and regulations as well as Town personnel rules.
- **Administrative Support:** Provide administrative support to Town officials, departments, and committees as needed including notarizing official records.
- **Customer Service:** Serve as a primary point of contact for residents, businesses, and other stakeholders, addressing inquiries, and providing assistance in a professional manner.

### **QUALIFICATIONS:**

- Associate's degree (Bachelor's degree preferred) or a related field (relevant experience may be considered in lieu of a degree).
  - If relevant experiences are to be considered in lieu of a degree, the applicant should submit a written statement, not to exceed 250-words, identifying the relevant work experience.
- Proven experience (3 years) in a municipal clerk's office or related administrative role, with a strong understanding of municipal government functions.
- Notary Public commissioned by the State of Florida within 90-days of start date.
- Thorough knowledge of or willingness to learn legal requirements related to the keeping and preservation of ordinances, resolutions, Council minutes, and records, as well as official management practices.
- Knowledge of or willingness to learn the Town Charter, current ordinances, and state law, including but not limited to public records and open meeting laws.
- Knowledge of or willingness to learn state requirements in conducting municipal elections.
- Live within a reasonable distance from Greenville to allow daily presence at Town Hall.
- Proficiency in record-keeping software and office applications.
- Excellent communication skills, both written and verbal, and strong attention to detail.
- Ability to maintain confidentiality and handle sensitive information appropriately.

**BENEFITS:**

- Competitive salary
- Comprehensive healthcare benefits
- Retirement plan options
- Professional development opportunities
- Paid time off and holidays

**APPLICATION PROCESS:**

Interested candidates should submit a cover letter, resume, and references by sending an email to [clerk@mygreenvillefl.com](mailto:clerk@mygreenvillefl.com).