

**Town of Hillsboro Beach
Assistant Town Clerk
Full Time Position – 40-Hours per week**

Open Date: 01/14/2019

Close Date: Open Until Filled

Administrative Responsibilities:

The purpose of this position is to provide administrative support to the functioning of Town Hall and assist the Town's Manager, Clerk and Commission in serving the residents. The position serves under the supervision of the Town Clerk and is entrusted with numerous and diverse duties requiring advanced administrative work.

Essential Job Functions:

- Assist Town Clerk as necessary and act in her place during absence.
- Sign official documents in the absence of the Town Clerk.
- Oversee the administration of the Town's Community Shuttle program.
- Assist with FEMA documentation and reimbursement submissions.
- Assist in the Town's procurement process.
- Provide support with the development of the Commission Agenda
- Assist Town Clerk with Record Retention and Scanning.
- Box and label files for year-end storage as directed by the Town Clerk and State Law.
- Email Marketing - Format and Distribute info via email.
- Serve as Social Media Coordinator – Facebook and LinkedIn
- Answers telephones and greets visitors - records and relays messages as appropriate.
- Handle incoming and outgoing mail and correspondence with other agencies.
- Purchase office and miscellaneous supplies for Town Hall.
- Report community bus service issues to appropriate agencies.
- Update information on Town Website as needed.
- Under direction of the Town Clerk assemble public records request.

Knowledge, Skills and Abilities:

Thorough knowledge of office procedures. Proficiency in Microsoft Word, Excel and PowerPoint. Ability to establish and maintain effective working relationships with Town officials, employees and general public. Ability to deal with the general public with diplomacy, tact and retaining confidentiality with these dealings. Ability to attend locally and/or travel to classes and seminars for certification and continuing education.

Minimum Qualifications:

4 year degree, supplemented by three (3) years of progressively responsible work experience in administrative support services that provides broad knowledge of business and governmental administration practices.

Certification:

CMC Certification must be completed within first three years of employment, followed by obtaining MMC designation.

Physical Demands

The work is typically performed with the employee sitting, standing, or walking. The employee must occasionally lift objects up to 20 pounds.

The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested Town Clerk.

Salary and Benefits:

The Town offers a competitive benefits package and participates in the Florida Retirement System. Salary based upon experience and qualifications.

Hours

40-hour work week, with some overtime, evening or weekends possible depending on meetings or workload.

Equal Employment Opportunity Statement

The Town of Hillsboro Beach is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability, marital status, family status or sexual orientation in employment or the provision of services.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Town of Hillsboro Beach operates as a drug-free workplace. A liberal benefits package is included. Salary is commensurate with skills, abilities, and qualifications. Resumes may be submitted via email to shenderson@townofhillsborobeach.com or U.S. mail to: Town of Hillsboro Beach, ATTN: Assistant Town Clerk Position, 1210 Hillsboro Mile, Hillsboro Beach, FL 33062. Position open until filled.