

The City of Orange City, Florida

Invites your interest in the position of

CITY CLERK



Its pleasant climate, fishing and water sports, arts and entertainment, and a pleasing small town environment for raising a family are often cited among the attributes that contribute to Orange City's attractive living environment.



ABOUT ORANGE CITY, FLORIDA

Orange City was chartered as a municipality under the laws of the State of Florida on May 30, 1889, although the City was formed on August 26, 1882. The City currently has a land area of 7.85 square miles and a growing population that currently exceeds 13,000. Orange City combined with its neighboring cities, DeBary, DeLand and Deltona, create a "Metropolitan Area" of over 200,000 residents.

As residents have already discovered, Orange City is a true gem; a historic city with turn-of-the century charm complete with exceptional quality city services that you would expect from a larger urban area. Located in the heart of southwest Volusia County, Orange City offers a wide variety of opportunities for people to live, work, visit and play. Orange City is one of the region's major centers of retail and commerce and boasts a healthy business community with everything from retail to industrial, all while fostering a strong entrepreneurial spirit for new businesses. Orange City has the unique advantage of being midway between two metropolitan areas (Orlando and Daytona Beach) while retaining its charm.

Orange City's appeal can be attributed to the area's excellent schools, world class medical facilities, scenic parks, warm hospitality and its ability to offer some of the best annual events in Volusia County which attract people from around the region. Among Orange City's most popular annual events are the Blue Springs Manatee Festival, a Halloween Block Party, a Christmas Parade and Fireworks & Fun.

Additional information about Orange City is available at www.orangecityfl.gov

GOVERNANCE AND ORGANIZATION

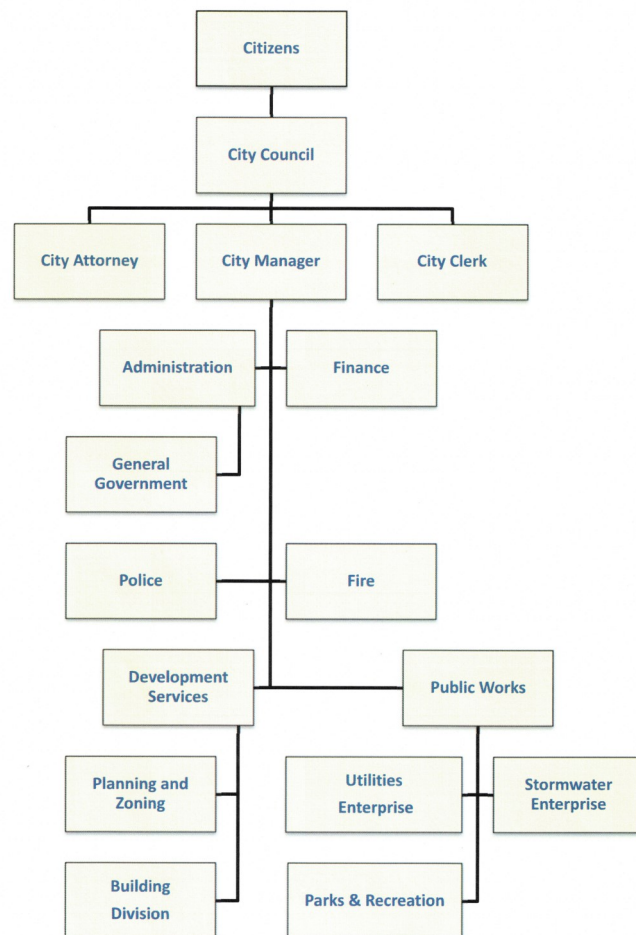
Orange City has operated under the council-manager government since 1989. The Orange City - City Charter provides for a City Council in which all legislative powers of the City is vested. The City Council consists of the Mayor and six (6) Council Members. The Mayor and one Council Member are elected at large. The other five Council Members are elected by voters in each of five districts.

The Charter further provides that the Mayor is the Presiding Officer of the Council. He or she serves as head of the City government for ceremonial purposes and is responsible to the Governor in the event of an emergency declared by the President or Governor.

The City provides a full range of services. Governmental activities include police, fire and rescue, street maintenance, planning and zoning, building inspections, community and economic development, parks and recreation, cultural events, and general administrative services. In addition, business-type activities include two Enterprise Funds. The Utilities Fund provides water, wastewater and reclaimed water and the Stormwater Fund provides drainage infrastructure. Both Enterprise Funds are funded through user fees established by the City Council to ensure adequate coverage of operating expenses and payments on outstanding debt. The City provides utilities services outside the City limits in certain unincorporated parts of Volusia County. The City contracts with a private contractor through a franchise agreement for solid waste collection.

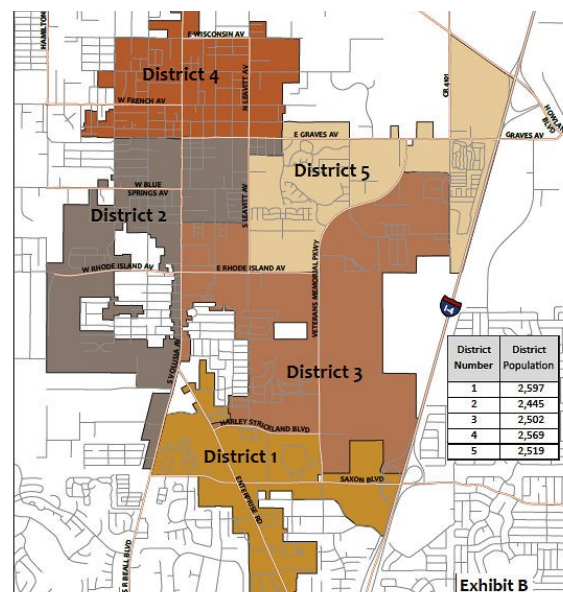
CITY OF ORANGE CITY, FLORIDA

ORGANIZATIONAL CHART



ORANGE CITY—CITY COUNCIL

Gary A. Blair	Mayor (At-Large)
O. William Crippen	Council Member, At Large
William O'Conner	Council Member, District #1
Kelli Marks	Vice Mayor, District #4
Jeff Allebach	Council Member, District #2
Alex Tiamson	Council Member, District #3
Martin Harper	Council Member, District #5



STRATEGIC PLAN

Orange City will retain its small-town ambiance and historic character even as it grows in population and attracts the growth industries of the future.



Authenticity, diversity and access to nature will be protected and strengthened as the City offers both the advantage and challenges of a distinctive community. As such, the City offers a high quality of life for its residents, an opportunity for those businesses who want to be in a community with a strong sense of place, and an inviting place to visit for those persons seeking active and unique experiences.



ABOUT THE OFFICE OF CITY CLERK

The City Clerk's Office serves as a liaison and bridges the gap between the City Council, City staff, and the public. It is the mission of the City Clerk's Office to establish trust and confidence between the City government and the public, and to provide effective and efficient public service for all citizens.

The Clerk's Office fulfills the duties pursuant to the City Charter and Florida Statutes. These duties include maintaining, recording and preserving all official documents and proceedings of the City Council. The City Clerk is the custodian of the City seal and authenticates by signature and records all official legislative actions of the City Council. The City Clerk countersigns all contracts made on behalf of the City. The Office is allocated three full-time positions including the City Clerk.

The City Clerk also:

- Prepares and distributes City Council meeting agendas and transcribes meeting minutes.
- Provides access to public records and maintains a comprehensive records management system.
- Prepares all legal advertising or other advertising required by the City.
- Assists in the drafting, advertising, presentation, execution and recording of all City ordinances and resolutions.
- Supervises codification of City ordinances.
- Qualifies candidates for municipal office and supervises municipal elections.
- Issues all Business Tax Receipts for all businesses located in the City.

THE POSITION OF CITY CLERK

The Orange City City Charter establishes that the City Council appoints the City Clerk, the City Manager and the City Attorney.

Accordingly, the City Clerk is appointed by and removed by the City Council by a motion requiring four affirmative votes. The City Clerk "shall give notice of meetings of the City Council, shall record, transcribe and keep the Minutes of its proceedings, and shall authenticate by signature and record in full in books kept for that purpose, all ordinances and resolutions passed by the Council. The City Clerk shall have the power to administer oaths.

The City Clerk shall also validate by signature, contracts made on behalf of the City and shall keep a list of outstanding City bonds, when and where payable, and the rate of interest they respectively bear.

The City Clerk is directly responsible to the City Council as the representative of the legislative branch of government. The Clerk performs a range of complex duties to assist and to work in close cooperation with the City Council and the City Manager. He or she issues all Business Tax Receipts for all businesses located in the City; serves as custodian of official City records; supervises support personnel within the City Clerk's Office and performs related work as required.



Essential Duties and Responsibilities of the City Clerk are to:

- Give the required notice of meetings of the City Council.
- Record, transcribe and keep the Minutes of meetings of the City Council meetings, and record in full in books kept for that purpose, all ordinances passed by City Council.
- Validate by signature contracts made on behalf of the City.
- Maintain a list of outstanding City bonds to include, when and where payable, and the rate of interest they respectively bear.
- Manage and serve as custodian for official City documents and records, ensuring the proper maintenance, storage, and timely disposal in accordance with State Statutes; attests and seals official documents; certifies documents and records City documents.
- Supervise subordinate staff; supervisory duties include instructing; assigning, reviewing and planning work of others such as the preparation and indexing of minutes, the preparation and publication of Council agenda packets; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; providing for employee training and career development; and recommending employee transfers, promotions, discipline, discharge; offers advice and assistance as needed.
- Prepare and monitor City Clerk and City Council department operating and capital budgets based on established procedures; monitors the collecting and receipting of various fees; monitors and controls revenues and expenditures; procures supplies and equipment within budget allocations.
- Prepare revisions and/or additions to the City's Code of Ordinances as appropriate.
- Process and accept applications for Business Tax Receipts; and reviews and responds to inquiries and requests for assistance pertaining thereto.
- Record and receipt monies; balance cash drawer, prepare bank deposits.
- Supervise and maintain record management and provide research and retrieval of records as requested.
- Prepare and conduct City election administration and activities; prepare and administer oaths of office for elected officials, appointed Advisory Board Members, and employees.
- Schedule publication of legal advertisements and issues public notices.
- Coordinate membership for the City's Boards and Councils.



- Serves as the designated State Records Management Liaison Officer.
- Processes, manages, and tracks all public records requests.
- Compose, type, copy, file and/or mail various letters of correspondence, reports, resolutions, Ordinances, notices, logs, budget documents, goals and objectives, surveys, affidavits, disposal forms, and official documents.
- Perform computer data entry to record and retrieve information.
- Attend City Council meetings and other official functions of the City Council.
- Respond to public, governmental, managerial and interagency inquiries through written correspondence and verbal communications; investigate and recommend appropriate response to inquiries concerning department personnel and activities.
- Interact and communicate with the City Manager, City Council members, Advisory Board Members, committee members, departmental supervisors and employees, co-workers, other government agencies and external organizations, County personnel, elected officials, news media, Chamber of Commerce, and the general public.
- Attend bid openings and process information.
- Coordinate special projects as assigned.
- Attend staff and various committee meetings as appropriate.
- May perform supplementary duties as assigned by Ordinance or Resolution of the City Council.

MINIMUM REQUIREMENTS

High school graduation or possession of an acceptable equivalency diploma; Associates Degree preferred.

CMC and AAE designation through International Institute of Municipal Clerks desired.

Three to five (3-5) years of experience in progressively responsible related governmental administrative work preferably as a City Clerk or Deputy City Clerk. A comparable amount of training, education or experience can be substituted for the minimum qualifications.

The ideal candidate will have the following qualities and skills:

- Recognizes this is an executive level position requiring significant independence and a strong work ethic. The City Clerk is expected to foster proper and respectful working relationships with the other charter officers (City Manager and City Attorney), to work productively and cooperatively with the other Directors and City employees, to attend regular and special called City Council meetings and other boards and/or committee meetings as required or directed. Demonstrates the ability to recommend new or propose revisions to current processes to take advantage of new information, statutes, regulations, processes, technology, etc., to improve the City's regulatory or other related administrative processes related to the role of the City Clerk both internally and externally.
- Has good interpersonal skills and must be able to communicate effectively verbally and in-writing with members of the City Council, the other constitutional officers, staff, other governmental and non-governmental agencies and businesses, the media and the general public including providing pertinent information in a timely manner as required or requested.
- Has excellent management skills and is a people person. The candidate has the ability to hire great staff, empower them to do their jobs and build a cohesive team.
- Has a track record in providing excellent customer service. The candidate knows how to treat customers fairly and how to work with the customer and the community to resolve concerns and issues while working within the confines of various financial or statutory rules and/or regulations to ensure a fair, consistent and satisfactory outcome for the municipality as well as the customer.
- Is "up-to-date" on new and/or advanced technological products, programs, and processes, etc., that will ensure effective administrative record keeping and reporting for the City for the present and into the future.

COMPENSATION AND BENEFITS

Beginning pay for the new City Clerk will be competitive and negotiable. An excellent benefits package is provided which includes the Florida State retirement system and City paid employee health insurance. City residency is not required. The Council is prepared to provide reasonable moving assistance.

TO APPLY

The recruitment will remain open until filled. The City is anxious to fill the position. Interested parties are encouraged to e-mail a detailed resume with a cover letter and salary expectations without delay to:



Robert E. Slavin or Barbara Lipscomb
SLAVIN MANAGEMENT CONSULTANTS

3040 Holcomb Bridge Road, A1
 Norcross, Georgia 30071
 Phone: (770) 449-4656
 Fax: (770) 416-0848
 E-mail slavin@bellsouth.net



For additional information about this position, contact Robert E. Slavin or Barbara Lipscomb at Slavin Management Consultants by phone at (770) 449-4656 or by email at slavin@bellsouth.net.

Note: Under Florida Law, resumes are public documents and will be provided to the media upon request. Please call prior to submitting your resume if confidentiality is important to you.

Orange City is an Equal Opportunity Employer