

**DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed in an attempt to illustrate job functions and basic duties, in addition to 'peripheral tasks' or those that could generally be considered "other duties as assigned". In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.*

**ADVERTISEMENT LANGUAGE:**

*Town Clerk/Human Resources Manager - The Town of Jupiter Island is looking for a Town Clerk/Human Resources Manager to perform the statutory duties of the Town Clerk along with the responsibilities as the Human Resources Manager. Working under the supervision of the Town Manager, this position is a Salaried, Management and FLSA Exempt position which will generally be required to work in excess of 40 hours per week. Three (3) years' experience as a Municipal Clerk, Deputy Municipal Clerk, or Human Resource Manager is required. Bachelor's Degree is also required. Other combination of education, training and experience may be considered. Designation as a Certified Municipal Clerk and/or Professional in Human Resources (PHR) or SHRM-CP certifications are highly preferred. See the complete job description and obtain application online @ [townofjupiterisland.com](http://townofjupiterisland.com), by calling 772.545.0103 or by visiting Town Hall, 2 Bridge Road, Jupiter Island, FL 33455. Open until filled. Town of Jupiter Island is an Equal Opportunity Employer.*

**DEPARTMENT: Administration**  
**FLSA DESIGNATION: Exempt**

**CLASSIFICATION:**  
**APPROVED BY:**

**Full-time**

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#### **REPORTING RELATIONSHIPS**

Position Reports to: Town Manager  
Positions Supervised: None

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#### **DISTINGUISHING FEATURES OF THE POSITION**

- The Town Clerk/Human Resources Manager is responsible for performing the statutory duties of the Town Clerk, as noted in Article VI of the Town Charter. The position oversees and facilitates all Human Resources-related duties. The Town Clerk must attend, schedule and take minutes for all Town meetings. The position serves as the Records Custodian along with the administrator of Town elections.
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#### **FUNCTIONS & DUTIES**

- Performs the statutory duties of the Town Clerk, as noted in Article VI of the Town Charter.
- Attends meetings of the Town Commission and other Boards and Committees and oversees the preparation of agenda packages, and the transcription of meeting minutes.
- Serves as the Records Custodian and manages the retention and storage of all official Town records.
- Works with Town Manager, Deputy Town Manager/Director of Finance and all other Department Heads to ensure compliance with applicable laws, rules and regulations, as well as Town policy and ordinances.
- Ensures compliance with local, state and federal ordinances, laws, rules and regulations.
- Directs, oversees and/or performs all personnel-related and Human Resources activities, services, and programs, including but not limited to, orientation, recruitment, employee relations, risk management, benefits administration, and performance management systems.
- Responsible for the recordkeeping processes involving employee grievances, human resources auditing, and pension plan administration, and all personnel related matters.
- Coordinates and oversees all matters involving Worker's Compensation claims, Unemployment Compensation responses, requests for leave under the FMLA, and FLSA/wage and hour matters.
- Oversees candidate onboarding, background screening, employment verification.
- Updates and drafts Town policies and ensures the distribution of new and updated employee policies and procedures.
- Responsible for the administration of Town elections, including preparation and distribution of ballots, verification of candidates, reporting requirements, and counting of absentee ballots.
- Assists in the development of the Administration's budget, reviews and tracks departmental spending, and assigns G/L account codes to accounts payable invoices for budgeting purposes.
- Prepares correspondence, letters, reports and spreadsheets, legal ads, job announcements, bid advertisements, and documents for recordation.
- Manages consultant contracts and coordinates open enrollment processes and provides payroll and census information as needed.

- Oversees bid openings, and attests all contracts made on behalf of the Town.
- Swears in new police officers, and members of the public in quasi-judicial hearings.
- Acts as American with Disabilities Act (ADA) Coordinator for the Town.
- Serves as back-up for other Administrative positions at the Town.
- Assists with various Special Projects.
- Other duties, as assigned, needed or requested.

**EDUCATION / CERTIFICATION / TRAINING:**

Bachelor’s Degree required. Other combination of education and training may be considered. Municipal Clerk Certification (CMC), and/or Professional in Human Resources (PHR) or SHRM-CP certifications are highly preferred.

**EXPERIENCE REQUIRED:**

- Minimum of three (3) years of responsible experience as a Municipal Clerk or Deputy Clerk, or have served as a Human Resource Manager in a private or public setting. Other combination of related experience may be considered.

**KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of Public records laws.
- Knowledge of federal, state and local laws in Human Resources administration.
- Knowledge of Municipal Ordinances.
- Good oral and written communication skills.
- Knowledge of organization development and administrative practices.
- Knowledge of modern office procedures, methods and systems.
- Knowledge of computer software packages.
- Skill in communicating effectively, both orally and in writing.
- Computer literacy in Microsoft Office, Word, Excel, and PowerPoint.
- Ability to make independent decisions related to job assignments.
- Ability to make calculations using basic and advanced math skills.
- Ability to compose complex reports, detailed letters effectively.
- Ability to understand, interpret and apply rules, regulations, policies and procedures.
- Ability to understand advanced conversations and the spoken word.
- Ability to carry out detailed and often complicated instructions to deal with problems and handle a variety of complex issues and accurately discern /assess best courses of action.
- Ability to type a minimum of 35 words per minute.
- Ability to operate machinery (i.e.) faxing, copying, scanning, and typing.

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**WORKING CONDITIONS**

Working conditions may vary. No significantly hazardous conditions exist.