



AGENDA

CITY COUNCIL MEETING - REGULAR SESSION

TUESDAY, FEBRUARY 17, 2026 at 6:00 PM

Bonifay City Hall Council Meeting Room – 301 J Harvey Etheridge St.

I. CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

II. APPROVE AGENDA

III. APPROVE MINUTES

A. February 2nd, 2026 Regular Session

IV. APPROVE ACCOUNTS PAYABLE / TRANSFERS / FINANCIAL SHEETS TO REVIEW

V. VISITORS – PUBLIC ADDRESSING THE COUNCIL

NON- AGENDA AUDIENCE

Effective October 1, 2013, Florida Statute 286.0114 mandates that “members of the public shall be given a reasonable opportunity to be heard on a proposition before a Board or Commission.” Each individual shall have three (3) minutes to speak on the proposition before the Board. . THIS IS NOT A QUESTION AND ANSWER SESSION. It is NOT a political forum, nor is it a time for personal accusations and derogatory remarks to/or about City personnel. Those who wish to speak are reminded to observe proper decorum, and to avoid the use of profane or vulgar language. If you would like to address the City Council please come to the podium, state your name and address for the record

A. Wayne Seaman

VI. OLD BUSINESS

A. Planning & Zoning Board Member

VII. NEW BUSINESS

A. Bonifay Police Department Purchase - Chief Johnny Whitaker

B. City Clerk Job Advertisement Recommendations

VIII. PLANNING & ENGINEERING

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Council Updates

B. Department Updates

C. Employee Spotlight

X. ADJOURN

Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 547-4238, at least five days prior to the proceedings.



MINUTES

CITY COUNCIL MEETING - REGULAR SESSION

MONDAY, FEBRUARY 02, 2026 at 9:00 AM

Bonifay City Hall Council Meeting Room – 301 J Harvey Etheridge St.

I. CALL TO ORDER

Mayor Larry Cook called the meeting to order at 9:00 am.

PRESENT

Mayor Larry Cook
Council Member James Sellers
Council Member Shelley Carroll
Council Member Rick Crews
Council Member Eddie Dixon

Also present

Director of Finance/HR Tracy Walker, Executive Assistant Sierra Smith, City Attorney Jon Holloway, Director of Public Works Aaron Taylor, Chief Plant Operator Matt Perry, Chief of Police Johnny Whitaker, and Fire Chief Travis Cook

A. Invocation

Executive Assistant Sierra Smith gave invocation.

B. Pledge of Allegiance

Executive Assistant Sierra Smith led the Pledge of Allegiance.

II. APPROVE AGENDA

Motion made to approve the agenda by Council Member Crews, Seconded by Council Member Carroll.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

III. APPROVE MINUTES

A. January 20th, 2026 Regular Session

Motion made to approve the minutes of January 20, 2026 by Council Member Crews, Seconded by Council Member Dixon.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

IV. APPROVE ACCOUNTS PAYABLE / TRANSFERS / FINANCIAL SHEETS TO REVIEW

Motion made to approve Accounts Payable, Transfers, and Financial Sheets by Council Member Sellers, Seconded by Council Member Crews.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

V. VISITORS – PUBLIC ADDRESSING THE COUNCIL

NON- AGENDA AUDIENCE

Effective October 1, 2013, Florida Statute 286.0114 mandates that “members of the public shall be given a reasonable opportunity to be heard on a proposition before a Board or Commission.” Each individual shall have three (3) minutes to speak on the proposition before the Board. THIS IS NOT A QUESTION-AND-ANSWER SESSION. It is NOT a political forum, nor is it a time for personal accusations and derogatory remarks to/about City personnel. Those who wish to speak are reminded to observe proper decorum, and to avoid the use of profane or vulgar language. If you would like to address the City Council please come to the podium, state your name and address for the record

Richard Willsey addressed the Council Members stating that since the last meeting he saw an article in the newspaper about the trash on Redbird Rd. He recalled addressing the Council multiple times about that area.

Mr. Willsey questioned if an item to change the City Charter is put on a referendum for the public to vote on, and it is passed, is the city able to change the charter once that referendum item is passed. Can the Council vote it out and change it back to the way it was before?

Mr. Willsey asked City Attorney Holloway who he could contact about that. Attorney Holloway told him that he does not give legal advice to those that are not his client, but told Willsey he can contact a lawyer and get an answer to his question.

VI. OLD BUSINESS

A. Ordinance 2026-01 Second Reading

Director of Finance Tracy Walker read the heading of Ordinance 2026-01.

AN ORDINANCE OF THE CITY OF BONIFAY, FLORIDA CALLING FOR A REFERENDUM QUESTION TO BE PLACED BEFORE THE QUALIFIED ELECTORS OF THE CITY OF BONIFAY AT A SPECIAL ELECTION TO BE HELD MARCH 31, 2026; PROVIDING A CHARTER REFERENDUM QUESTION DETERMINING WHETHER TO

ADOPT THE PROPOSED AMENDMENTS TO THE CHARTER FOR THE CITY OF BONIFAY; PROVIDING FOR THE FULL TEXT OF THE PROPOSED AMENDED CHARTER FOR THE CITY OF BONIFAY; PROVIDING FOR REQUISITE BALLOT LANGUAGE; PROVIDING FOR REPEAL OF ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

B. Ordinance 2026-01 Public Hearing

Mayor Cook opened the Public Hearing and asked if anyone would like to address the Council.

No one addressed the Council, and Mayor Cook called for a roll-call vote.

Motion made to adopt Ordinance 2026-01 by roll-call vote by Council Member Crews, Seconded by Council Member Dixon.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

C. Planning & Zoning Board Member

Executive Assistant Sierra Smith requested this be tabled until the next meeting due to not enough time for the council to provide names.

Vice-Mayor Sellers asked if they were to recommend someone and then someone else will interview them. Executive Assistant Sierra Smith stated no, everyone is to bring back a recommendation and the Council will vote.

Angela Willsey interrupted Councilman Sellers and stated that she (Sierra Smith) was using a microphone and would like for everyone to use the microphones.

Mayor Cook called Angela Willsey out of order.

Lieutenant Castro approached the Willseys and spoke to them about their disruptions.

Richard Willsey began talking too loud to the council again.

Mayor Cook called Richard Willsey out of order.

Lieutenant Castro continued to try to speak with the Willseys about their behavior causing interruptions.

Richard Willsey stated they cannot hear him talking to Sierra and that is a violation of the Sunshine Law.

Mayor Cook called them out of order again, and they continued interrupting the meeting.

Due to constant disruptions from the Willsey's, Mayor Cook called for a recess.

After the recess, Mayor Cook called the meeting back in session.

VII. NEW BUSINESS

A. Bonifay Police Department - Chief Whitaker Request

Police Chief Whitaker asked for the Council's approval to decommission 2 patrol vehicles, a 2017 & 2019 Ford Explorer.

Motion made to approve decommissioning the 2 patrol vehicles by Council Member Dixon, Seconded by Council Member Sellers.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

VIII. PLANNING & ENGINEERING

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Council Updates

B. Department Updates

Bonifay Police Department monthly recap

Bonifay Fire-Rescue monthly recap

Police Chief Whitaker stated they had 688 calls.

Fire Chief Cook stated they had 64 calls.

C. Employee Spotlight

The Employee Spot light will be at the next Regular Session on February 17th at 6:00 pm.

X. ADJOURN

Motion made to adjourn the meeting by Council Member Crews, Seconded by Council Member Sellers.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

Mayor Cook declared the meeting adjourned at 9:33 am.

Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 547-4238, at least five days prior to the proceedings.

Larry F. Cook, Mayor
301 J Harvey Etheridge St
Bonifay, FL 32425
Larry.Cook@cityofbonifay.com
850.703.6821



Councilmembers:
James Sellers, Vice Mayor
Rick Crews
Shelley Carroll
Eddie Dixon

Job Summary: The City Clerk manages the highest level of municipal affairs for the City and oversees the City’s official records: directing the origination, maintenance, retrieval, archiving, release, distribution, safety, and overall management of documentation. The Clerk also coordinates the day-to-day business of elected officials and manages statutory requirements for the Council and the City. The City Clerk is hired by the City Council and supervised by the Mayor.

Qualifications: A college degree in Public Management, or Government is preferred (other related college fields will be reviewed), or an equivalent of five years or more of work experience in administrative governmental service.

Salary: negotiable based on education/experience.

Responsibilities:

- Maintain responsibility for all City records, such as ordinances, resolutions, proclamations, contracts, agreements, leases, deeds, meeting minutes, etc.; Maintain knowledge of public record retention rules and regulations; maintain all records in a complete, orderly, and accessible manner; attest to all official documents of the City and is the official custodian of the City Records.
- Responsible for all records management, both hard copy and electronic, to ensure the proper retention, retrieval, and destruction of records according to all legal requirements.
- Coordinate and prepare for the Annual City Audit and make arrangements for the audit with the council-approved audit firm.
- Serve as the liaison, being honest and forthright in dealing with all City boards and committees, including application processing, term limits, and member attendance.
- Coordinate the Municipal election process with the Holmes County Supervisor of Elections.
- Supervise the operation of City Hall Administrative Staff by assigning work and establishing work schedules, directing and supervising staff duties, and reviewing job performance.
- Embrace the City's core values, including integrity, accountability, teamwork, customer service, and continual improvement.
- Carry out legal responsibilities (placement of legal advertisements, public notices, and mailing of legal notifications) for all departments and meet legal deadlines following Florida Statutes and/or the City Ordinances; and keep up with changes in laws that affect legal requirements.
- Keep the Council informed on matters related to the City.
- Attend City-related meetings, representing the City when requested/needed.
- Attend City Council Meetings, prepare agendas and packets with supporting documentation, and maintain the Minutes of the meeting as prescribed by law in Florida Statutes.
- Prepare and publish official City Council, Board, and Committee meeting agendas, packets, and minutes via website/on site.
- Interact with the Mayor and City Council members professionally, courteously, and efficiently.
- Prepare updates of the Ordinances and Resolutions as adopted by City Council.
- Demonstrate good working relationships with business and community leaders and deal tactfully, skillfully, courteously, and efficiently with the public.

- Engage in activities that promote and support employee professional growth and development.
- Implement technological changes and explore methods to improve the City through innovative ideas.
- Coordinate special City Council appointments and prepare a monthly calendar of events.
- Perform other job duties as assigned.

Knowledge:

- A detailed knowledge of the Florida Ethics Law, the Open Records Law, and the Public Meetings Law.
- Ordinances, policies, and procedures of the City.
- Computer applications as they apply to this office.
- Good management practices.
- Maintain confidential records, matters, and information. Confidentiality is pertinent.
- Archives and records management laws, systems, and technology.
- Thorough understanding of the City's functions, policies, and procedures
- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies, and procedures.
- Operate a variety of office equipment, including a computer terminal, printer, calculator, and copier
- Input and retrieve data via computer (Word, Excel, and PowerPoint).
- Motivate staff.
- Effectively deal with a variety of individuals and groups.

City Clerk

FLSA STATUS: Exempt
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Administration
REPORTS TO: City Manager

JOB SUMMARY:

To perform all of the duties of City Clerk as provided by Florida Statutes, so that the city's administrative and financial operations progress in an efficient, orderly, and lawful manner. This position manages official records such as but not limited to ordinances, resolutions, contracts, bid info, facilitates democratic processes like elections, attends city meetings, ensures legal compliance with Federal, State and Local laws, serves as a key liaison between the public, elected officials and city staff, and the management of burial/plot information, and issuing and receiving payment of deeds for the city owned cemetery. The City Clerk is the official custodian of the municipal records, maintaining transparency, accountability, and public access to government information.

Emergency Response Statement:

Every city employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees may be subject to recall around the clock for emergency response operations, which may involve irregular work hours, relocation to emergency sites, and duties beyond those specified in the official job description. Emergency assignments may involve physically and operationally challenging conditions with little or no advance notice.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Supervise all functions of the City Clerk's office.
- Make recommendations to the City Council concerning the records and clerical functions of the City.
- Attend all City Council meetings, either in person, or by a duly qualified and designated representative, and keep a journal of its proceedings; maintain the official City Council minutes, ordinances, resolutions, and all records and documents. The correctness of the proceedings as entered in the journal kept by City Clerk shall be certified after each meeting by the City Clerk's signature (or duly designated representative) and the signature of the presiding officer of the City Council. The journal shall be a public record and any person shall have access to the journal at all reasonable times as prescribed by law. Catalog all official actions of the City Council.
- Give notice of all meetings to the City Council and to the public, as required by ordinance or State law.
- Serve as the election official for the City and administer elections.
- Authenticate and certify documents of the City. The City Clerk shall be responsible for signing and affixing the seal of the City of DeFuniak Springs, Florida, to such documents that require the signature of the City Clerk and seal of the City.
- Process and attest all written contracts and instruments on behalf of the City.
- Prescribe and be responsible for a system of review, retention, and disposition of records of all governmental and proprietary functions of the City and all departments of the City, subject to State laws or local ordinance.
- Updating and maintaining burial records (dates, locations, interment details) and lot histories.
- Digitizing old records, managing cemetery databases, and ensuring data accuracy.
- Filing, archiving, and retrieving documents, including burial permits, deeds and certificates.
- Answering inquiries (phone, in-person, written) from families, funeral directors and researchers.

- Assisting with plot selection, grave location, and sale of plots.
- Administer oaths required or authorized under general law, this Charter, or City ordinance.
- Countersign warrants for payment of obligations.
- Keep on file the legal descriptions of the boundaries of the City, as amended.
- Perform such other duties as may be prescribed by general law, by this Charter, by ordinance or resolution of the City, or by direction of the City Manager.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Microsoft Office programs.
- Knowledge of personal computers and of modern office practices and procedures.
- Ability to obtain the Certification through the Florida Association of City Clerks.
- Ability to use specialized cemetery management and mapping software.
- Ability to communicate effectively verbally and in writing with the public, employees, department heads, other governmental agency representatives, and City officials.
- Ability to work harmoniously with a diversity of individuals both inside and outside the city offices.
- Ability to meet multiple deadlines and possess strong organizational skills, including attention to detail.
- Ability to work under pressure with frequent interruptions.
- Ability to travel occasionally for meetings, training, or career development.
- Ability to obtain Florida Notary of the Public.
- Ability to be execute a bond of \$10,000.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

Required Qualification(s):

Graduation from a standard high school or GED obtained. A progressively demonstrated skill of at least five (5) years' experience and aptitude for performing responsible administrative work. Must be proficient in Microsoft Office computer programs. Requires a valid driver license.

Preferred/Desirable Qualification(s):

- A Bachelor's Degree and/or Municipal Clerk certification.
- Prior municipal governmental experience.
- Certification in Florida Association of City Clerks and/or International Institute of Municipal Clerks.
- Florida Notary of the Public certification.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands:

Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Requires use of hand/fingers to handle, feel, and operate objects, tools, or controls such as keyboard; and reach with hands and arms. Specific vision abilities require close vision

and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to lift and/or move up to twenty-five (25) pounds. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Occasionally required to stand, walk, stoop, kneel, and crouch.

Work Environment:

Typical work environment will be in an office setting. The noise level is usually quiet to moderate. Occasionally exposed to outdoor weather. Requires occasional travel representing the city at meetings, in various professional associations, or for training and career development.

EXPECTATION OF HOURS WORKED:

Monday through Friday 8:00 am to 5:00 pm in the office unless duties require you to be away from the assigned workstation. Required to attend city meetings which fall outside of regular office hours. Subject to be called in on a holiday or during an emergency. The City Manager reserves the right to modify the work schedule to better serve the department.

Paygrade: 68

After an offer of employment and prior to commencement of the employment duties, applicant will be subject to completing a background check.

It is a condition of employment for employee to refrain from reporting to work or working with the presence of illegal drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits. *City Clerk is subject to reasonable suspicion, work related post-accident, and fitness for duty drug testing.*

By signing below, I acknowledge I have read (or had read to me) the position description and fully understand all my job duties and responsibilities. I can perform the duties and responsibilities as outlined, with or without accommodation(s). I understand my duties and responsibilities may change on a temporary or regular basis according to the needs of the department and if so, I will be required to perform such additional duties and responsibilities.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____

CITY CLERK/FINANCE DIRECTOR

The City of Marianna is an Equal Opportunity and Drug Free Workplace Employer

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

JOB SUMMARY

This is highly responsible administrative and supervisory work in planning and directing the City Clerk’s office and all financial management activities of the City. Government accounting is essential for transparency and efficiency at the City. The City Clerk is the official custodian of all official city records, responsible for the maintenance, retrieval, archiving, release, distribution, safety, and overall management of documentation, such as the Code of Ordinances, resolutions, proclamations, records, and Commission meeting minutes. All official leases, contracts, memorandum of agreements, deeds, minutes, and other information are under the supervision of the Clerk. Plans, directs, and reviews the work of subordinates, in progress and upon completion, for desired results and/or compliance with established policies and procedures. Work is performed independently under the general supervision of the City Manager, yet with close coordination and is reviewed through conferences and reports for desired results

ESSENTIAL JOB FUNCTIONS

- Primary duty is overseeing the operation of the City Clerk’s Department and supervision of employees within the department as well as others if necessary.
- Makes the final recommendation to the City Manager as to hiring, firing, promotion, demotion, or any other change of employment status of employees within his/her department.
- Plans and directs the maintenance, filing, updating and safekeeping of all municipal documents such as but not limited to: ordinances, resolutions, proclamations, contracts, grants, leases, agreements and meeting minutes.
- Attests to all official documents of the city.
- Coordinates the numbering of ordinances and resolutions.
- Maintains conflict of interest statements.
- Monitors financial disclosures statements.
- Oversees and coordinates the municipal election process with the Jackson County Supervisor of Elections.
- Responds to requests from information from the public, other municipalities, state officials, or state and federal legislative offices.
- Prepares correspondence to citizens in a professional manner as needed.
- Reviews and edits minutes of official meetings.

- Plans, organizes, and directs all municipal finance activities.
- Assures that city funds are effectively managed and accounting systems are properly maintained.
- Prepares and presents annual and amended budgets including revenue and appropriation estimates for all funds.
- Performs complex reconciliations.
- Acts as liaison for audits and ensures that the City complies with regulatory guidelines and Governmental Accounting Standards Board principles.
- Ensures that financial statements adhere to periodic updates from Government Accounting Office.
- Analyzes audit reports and provides recommendations to the City Manager for implementation.
- Participates in the preparation of grant applications.
- Ensures that bond covenants are met.
- Prepares and presents monthly budgetary reports.
- Performs financial and budget analysis to understand sources of funding, tax revenue levels and key trends in budgets.
- Provides financial information to state and federal regulatory agencies.
- Provides accurate and timely monthly and year-end financial statements to Department Heads, City Manager and City Commission and others as required.
- Resolves possible discrepancies and/or irregularities in the financials and establish and monitor the implementation of accounting control procedures.
- Continuously manages budgetary and forecast activities.
- Advises department supervisors monthly on financial and budgetary matters.
- Maintains schedules of investment maturities and records of securities.
- Supervises general ledger, utility billing, license and permits, purchasing, insurance, fixed assets, and payroll.
- If necessary, responds to inquiries from retirees and employees concerning employee pension plans.
- On behalf of the Finance Director, serves as the city liaison with respect to the police officer and firefighter pension plans.
- Reviews monthly financial statements and records activity relating to pension fund investments, revenues, and expenses.
- Participates directly in the annual actuarial valuation for the city pension plans, prepares data, reviews, records, and prepares work papers.
- Reviews and processes city contributions to its pension plans.
- Evaluates performance of employees.
- Attends City Commission meetings, workshops, and special meetings.
- Demonstrates good working relationships with business and community leaders and deals tactfully, skillfully, courteously, and efficiently with the public and media.
- Demonstrates good working relationship with area cities and towns; and networks with Clerks, County and State Officials.
- Seek professional self-improvement through continuing education, training and/or seminars.

City Clerk/Finance Director – Commission Approved September 3, 2024

- Promotes professional growth and development for employees.
- Performs other duties as assigned by the City Manager.

QUALIFICATIONS

Education, Training and Experience: Bachelor’s Degree from an accredited college or university with major course work in accounting, finance, or business administration, plus five (5) years of progressively responsible experience, of which at least two (2) years must be in a supervisory capacity. Master’s Degree in Accounting and a CPA Certificate preferred. A CPA Certificate may entitle employee to higher level of compensation.

Special Requirement:

- Valid driver license.
- Ability to be bonded to \$50,000.

Knowledge, Skills, and Abilities:

- Knowledge of ordinances, resolutions, contracts, agreements, leases and memorandum of understandings.
- Knowledge of management and supervisory practices.
- Knowledge of archives and records management laws.
- Knowledge of public meetings laws (Florida Sunshine Act).
- Knowledge of applicable Florida Statutes.
- Knowledge of election laws.
- Knowledge of modern office practices and procedures, business English spelling, punctuation and math.
- Knowledge of modern principles and practices of accounting, budgeting, and municipal fiscal management including compliance with GASB principles and updates.
- Knowledge of municipal investment procedures and ability to assess municipal problems and propose policies in terms of their financial and administrative implications.
- Skills in computer software programs such as Microsoft Office.
- Ability to input and retrieve data via computer (Word, Excel & PowerPoint).
- Ability to learn new computer software programs and apply new technology effectively.
- Ability to work independently within established guidelines, prioritize and coordinate activities, and meet critical deadlines.
- Ability to follow and understand oral and written instructions in English.
- Ability to communicate effectively both orally and in writing in English.
- Ability to manage time effectively.
- Ability to solve problems.
- Ability to assess needs and prioritize them.
- Ability to make rational decisions through sound logic and deductive reasoning.
- Ability to deal with a variety of individuals and groups.
- Ability to prepare reports.
- Ability to provide administrative oversight for staff and facilities within department, which includes ability to set detailed goals both in writing and orally in English.
- Ability to develop a department budget and maintain fiscal responsibility for the budget.

- Ability to demonstrate hands on leadership, set examples for staff and other city employees.
- Ability to encourage by example participation in city functions both internal and external.
- Ability to evaluate skills and abilities of subordinate employees.
- Skill in budgetary development and administration.
- Extensive knowledge of modern principles and practices of accounting, budgeting, and municipal fiscal management including compliance with GASB principles and updates.
- Knowledge of municipal investment procedures and ability to assess municipal problems and propose policies in terms of their financial and administrative implications.
- Skill and ability to supervise and manage staff.

PHYSICAL DEMANDS

- Sedentary work: position requires frequent sitting.
- Exerting up to 10 pounds of force occasionally and/or small amount of force to lift, carry, push, pull or otherwise move objects.
- Climbing: Descending and ascending stairs to and from upper floor.
- Finger Dexterity: Picking up, typing, or otherwise working primarily with fingers rather than with whole hand as in handling.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Talking: Expressing or exchanging ideas by means of the spoken work including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly and quickly.
- Visual Acuity: With or without correction. Have close visual acuity to perform and activity such as: preparing and analyzing data and figures; viewing computer monitor and extensive reading; determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.
- Walking: Moving about to accomplish tasks.

WORK ENVIRONMENT

Work is performed inside an office setting.

EXPECTATION OF HOURS WORKED

Monday through Friday 8:00 am to 4:30 pm in the office unless duties require you to be away from assigned work station.

Department: Clerk

Classification: Administrative. FLSA Exempt.

Pay Grade:

Unless by promotion, after an offer of employment and prior to commencement of the employment duties, applicant will be subject to completing and passing a physical examination, a drug screening for presence or absence of illegal drugs and background check.

It is a condition of employment for employee to refrain from reporting to work or working with the presence of illegal drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits.

City Clerk/Finance Director is subject to job applicant, random, reasonable suspicion, work related post accident, and fitness for duty testing.

By signing below, I acknowledge I have received a copy of the job description and agree that I must be able to perform the essential functions and requirements of this position as set forth in the job description.

Employee Signature & Print name

Date