

**RESOLUTION NO. 15-21**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING AN EXTENSION OF TIME WITHIN WHICH THE CITY CLERK SEARCH COMMITTEE HAS TO COMPLETE ITS DUTIES; APPROVING A JOB DESCRIPTION AND PAY RANGE FOR THE POSITION OF CITY CLERK; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, on December 10, 2014, a vacancy was created in the office of the City Clerk for the City of Doral (the "City"); and

**WHEREAS**, pursuant to Article of the Charter, the City Council appointed individuals to a Search Committee for the purposes of recruiting, evaluating, interviewing, and recommending candidates for the position of City Clerk to the City Council (the "Search Committee"); and

**WHEREAS**, the Search Committee convened its initial meeting on January 8<sup>th</sup> 2014 and a second meeting on January 15<sup>th</sup>, 2015, which resulted in the Search Committee requesting from the City Council approvals for: an extension of time within which the Search Committee has to complete its duties; a pay range for the City Clerk position; and a job description for the City Clerk position; and

**WHEREAS**, the foregoing requests were duly transmitted to the City Council.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The foregoing recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

**Section 2. Extension Approved.** The Search Committee is hereby given an extension of time of thirty (30) days within which to complete its duties as required by the City Charter, extending the Search Committee's initial term until March 10, 2015;

**Section 3. Job Description & Pay Range Approved.** The "Job Description for the Position of City Clerk," attached hereto as Exhibit "A", which is attached hereto and incorporated herein by this reference, is hereby approved. The pay range for the position of City Clerk of \$75,085 to \$113,275.11 is hereby approved.

**Section 4. Authorization.** The City Manager, by and through the City's Human Resources Department, is hereby authorized to publish and promote the availability of the City Clerk position with the foregoing information in accordance with the manner decided by the Search Committee, so as to recruit candidates to be vetted by the Search Committee.


**Section 4. Implementation.** The City Manager and the City Attorney are hereby authorized to take such further action as may be necessary to implement the provisions and accomplish the objectives of this Resolution

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption.

The foregoing resolution was offered by Vice Mayor Ruiz, who moved its adoption. The motion was seconded by Councilmember Cabrera and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	Yes
Vice Mayor Sandra Ruiz	Yes
Councilman Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED and ADOPTED this 28 day of January, 2015.



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LUIGI BORIA, MAYOR

ATTEST:



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CONNIE DIAZ, INTERIM CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:



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WEISS, SEROTA, HELFMAN, COLE, BIERMAN & POPOK, PL  
CITY ATTORNEY



## City Clerk

### GENERAL SUMMARY:

The City Clerk is one of three Charter Officials, is appointed by the City Council and serves as secretary to the City Council and Local Planning Agency. The City Clerk is responsible for giving notices of all Council meetings to its members and the public, as well as keeping accurate recordings of the proceedings in written minutes and audio recording. Additionally, the City Clerk serves as the City's Supervisor of Elections; the Financial Disclosure Coordinator with the Florida Commission of Ethics; the Records Management Liaison with the Florida Department of State; and maintains custody of the City records including agreements, contracts, ordinances, resolutions and proclamations.

### SUPERVISION RECEIVED AND EXERCISED:

The City Clerk works under the supervision of the Mayor and the City Council. The City Clerk has supervisory responsibilities of all the City Clerk's Office. The City Clerk reports to the City Council.

EEO4: Class Code 1- Officials & Administrators.

FLSA Classification: Exempt, Full time, 37.5 hour work-week.

### EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Attends regular and special City Council meetings and maintains official records of the council meetings, ordinances, resolutions and council minutes.
- Gives notice of council meetings to its members and the public, keeps minutes of its proceedings.
- Transcribes and summarizes minutes and verbal discussions of meetings; furnishes transcripts of minutes; directs publication and safekeeping of all proceedings.
- Authenticates copies of official records and documents as required.
- Acts as the custodian of public records of the City.
- Organizes and directs all arrangements for the elections and reference, including advertisements, ballots, precinct locations, Election Day and statutes.
- Responsible for registering lobbyist, disseminating lobbyist information to the elected officials and administration, collecting annual renewal fee and per-issue fee, and annual reporting requirement as outlined in the City Code.
- Prepares and administers the Office of the City Clerk budget.
- Maintains and makes available for public inspection a register separate from the minutes showing the votes of each Councilmember on all ordinances and resolutions listed by descriptive title.
- Supervises, directs and coordinates the work of the City Clerk's Office.
- Receives inquiries from the public by letter, phone, FAX, or in person, and furnishes information, municipal laws and official records as requested.
- Makes decisions and recommendations regarding hiring, discipline and promotion of all staff of the Office of the City Clerk; performs evaluations, authorizes time off as described in the City Employee Policies and Procedures.
- Exercises judgment in interpreting departmental, City, local and State policies, rules and regulations.
- Performs other duties as Council may prescribe from time to time.

**MINIMUM QUALIFICATIONS:**

Either a Degree from an Accredited four-year United States college, or university in a Public Administration or Business Administration, in a related field.

Or four (4) years' experience as a City Clerk and designation or pursuing designation as Certified Municipal Clerk by the International Institute of Municipal Clerks.