

|  |                                 |
|--|---------------------------------|
| <b>JOB TITLE:</b> CRA CLERK - EXECUTIVE ADMINISTRATIVE ASSISTANT | <b>DIVISION:</b> ADMINISTRATION |
| <b>SUPERVISED BY:</b> OFFICE MANAGER                             | <b>STATUS:</b> EXEMPT           |
| <b>PAY RANGE:</b> \$46,074.95 - \$71,416.83                      |                                 |
| <b>ED APPROVAL:</b>  | <b>HR APPROVAL:</b>             |
| <b>DATE:</b>   | <b>DATE:</b>                    |

**JOB SUMMARY**

Under the general direction of Executive Director and Office Manager, CRA Clerk will be delegated various administrative duties for the Community Redevelopment Agency (“Agency”). The position will also entail secretarial duties for the Agency along with providing backup to the Receptionist for the Agency. This position also is responsible for being the Clerk for the Agency. The employee works with considerable independence within the scope of established laws, rules, regulations, and procedures. Work requires the exercise of professional judgment and application of thorough knowledge of the organization, programs, goals, and meeting a wide variety of work problems involving continual public contact and both inter and intra agency relations. This position must be well-versed in understanding Florida Sunshine law, to include public meetings law and any applicable statutes that govern CRA operations from a clerical and administrative role.

This position performs comprehensive administration duties including assisting in ensuring the Agency’s compliance with Florida Law (Chapter 163, Part III), the overall supervision of public records maintenance, and codification of legal documents adopted by the Board of Commissioners. The incumbent will maintain official CRA documents and records, as well as act as Clerk and Public Records Liaison for the Agency and handle all public records requests.

Mandatory pre-employment physical and drug tests. Florida Driver’s License required. The Riviera Beach CRA maintains a drug-free work place policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.

Work is performed under the supervision of the Executive Director and Office Manager through a 12-month performance plan as well as observation of results achieved. The Office Manager will also oversee the clerk responsibilities and duties of the CRA Clerk.

**Supervision Received/Exercised**

Work is performed under the supervision of the Office Manager, but duties and task to be provided by the Directors of the Agency.

**Essential Duties and Responsibilities**

1. Supports project team members by providing administrative task and clerical support.
2. Conducts procurement duties of obtaining quotes when requested.
3. Analyzes, prepares and edits information, data, special reports, does proofreading and editing of documents, and develops presentations.
4. Manages bylaws and articles of incorporation.
5. Coordinates legal ordinances, resolutions, or other legal instruments.

6. Attends all CRA Board Meetings and takes minutes of all official meetings of the Commission and other assigned boards; conducts roll call on motions, votes, and records all meeting proceedings.
7. Maintains Agency's Comprehensive Policies and Procedures Manual including the Policies and Procedures Manual for the Event Center and other subsidiary Policies and Procedures Manuals.
8. Oversees the preparation and review of all Commission meetings agendas and minutes; reviews, proofreads, and approves minutes; coordinates preparation and mailing of meeting notices and packets.
9. Processes, records, files, and advertises various public notifications, manages, attest, certifies, files and records Agency documents and legal papers of the Agency including contracts, agreements, resolutions, budget, notices, bids, request for qualifications and proposals.
10. Attends conferences, training workshops, and professional meetings to maintain knowledge of policies and practices in the City Clerk profession and in CRA administration.
11. Executes and maintains filing for all official documents, reports, legal documents, financial records, and reference materials.
12. Assists with a variety of research and data collection projects, including maintaining necessary databases.
13. Receives and responds to public records requests to the Agency on a timely matter.
14. Performs public relations functions with the officials, public, and visitors to the Agency.
15. Maintains general records and files in accordance with Florida Statutes.
16. Provides assistance/backup for Receptionist/Administrative Assistant, i.e., answer phones, assists guests, relieves for lunches and days off.
17. Prepares agenda items in preparation for CRA Board meetings, Special Meetings, and Workshops.
18. Assists with write-up or amending Administrative/Consultant contracts.
19. Assists with various grant applications, RFPs, and projects.
20. Researches ordinances, regulations, and laws as it pertains to projects received from staff.
21. Aligns with Procurement processes.
22. Maintains general records and files in accordance with Florida Statutes, Federal, and State Regulations.
23. Record retention for the CRA based on the CRA Statues.
24. Transcribes, types, and proofreads documents/minutes from CRA Board Meetings.
25. Distributes public correspondence and ensures that municipal records are accessible to the Public.
26. Provides administrative support to CRA Staff with clerical duties.
27. Uploads completed Administrative/ Consultant contracts to shared drive.
28. Completes check requisition for pending/completed projects.
29. Manages Contract Database for Agency.
30. Assists Executive Director and CRA Commissioners with travel arrangements and events.
31. Assist in the management of the CRA's website to ensure accuracy, timeliness of notices and that relevant and current information is posted for public consumption.

#### **Additional Duties and Responsibilities**

- Provides public notary and certification services as requested.
- Performs all other duties as assigned.
- Performs all other related duties as assigned. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of

specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position, such as:

### **Necessary Skills, Knowledge and Abilities**

- Knowledge of city, federal, state laws, statutes, rules, regulations relating to redevelopment agencies, maintenance, storage, retrieval, and destruction of public documents.
- Knowledge of state and local City Clerk's best management practices.
- Knowledge of office procedures and equipment including computers and various software applications.
- Knowledge of the standards for ethical conduct for public officers and employees.
- Knowledge and ability to apply interpretation for reviewing documents.
- Knowledge and ability to design and make public presentations.
- Knowledge and ability to retrieve, research, and maintain public records and files.
- Knowledge and ability to review records and recommend changes thereto.
- Knowledge and ability to coordinate special activities expediently and with effectiveness.
- Ability to establish working relationships with public officials, business representatives, and community organization.
- Ability to communicate effectively in oral and written form, with excellent grammar and spelling skills.
- Ability to think analytically and creatively.
- Ability to work independently.
- Ability to prepare and send correspondences/memos.
- Ability to assist with training sessions, when needed.
- Ability to speak effectively in public and to express ideas clearly in writing.
- Ability to establish and maintain an effective working relationship with municipal officials and the public.
- Knowledge and ability to retrieve, research, and maintain public records and files.
- Knowledge and ability to coordinate special activities expediently and with effectiveness.
- Skilled in interpersonal relationship.
- Skilled in utilizing customer service/public relations when responding to inquiries and complaints.

### **Special Requirements**

Mandatory pre-employment physical and drug tests. Florida Driver's License required. The Riviera Beach CRA maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.

### **Minimum Education, Certification, and Experience Requirements**

Minimum BA College Degree in the field of Business or related field or five (5) or more years of experience in administrative work. A combination of education and experience that provides equivalent knowledge, skills, and abilities consistent with this description may also be considered. Certified Municipal Clerk, or a Master Municipal Clerk. Highly desirable and preferred. Certificate a plus but not required.

### **Tools and Equipment**

All office equipment including but not limited to: computers and software, printers, typewriter, calculator, fax machine, copy machine, Microsoft Suite, and GIS software.

**Physicals Demands**

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

Although work is performed in an indoor setting, general outdoor assignments will be assigned. Employee will occasionally be required to reach with hands and arms. Required to stand, walk and use hands and fingers, handle, feel or operate objects, tools, or controls. The employee must frequently lift and or move up to 10 pounds.

**Work Environment**

The work environment characteristics described here are representative of 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 functions.

**Signature/Approval**

---

Employee

Date