

Valerie Manning



Position

City Clerk, CMC

Phone Number

386-248-9441

Fax Number

386-248-9448

Email

[Email](#)

Profile

The City Clerk maintains all official records of the City and provides a wide range of administrative tasks to support the City Manager's office and the City Commission including:

General Duties and Responsibilities

- Coordinating City elections
- Help to manage the City's website; update City Clerk's department and elections section

- Prepare City Commission meeting agendas and minutes through ACCELA Legislative Management
- Enter budgets for City Manager, Human Resources, and City Commission
- Provides for public notice of all meetings subject to the Sunshine Law and provides for legal advertising – publication and posting of notices as necessary according to State Law; send public notices to local newspaper and/or media outlets
- Receive bids, RFP's, RFQ's for various projects
- Record official City documents (as needed) to the Clerk of the Circuit Court
- Renew Police Department's vehicle registrations annually or as needed
- Maintains custody of all municipal records, including Ordinances, Resolutions, contracts, agreements, leases; and circulates/transmits procedures for the orderly management, maintenance, retention and destruction of said records in accordance with State Law and General Records Schedule GS1-SL for Local Government and Law Enforcement (*HHPD*)
- Serves as the State Records Management Liaison officer for the City of Holly Hill
- Oversees the publication, maintenance and distribution of the City Code of Ordinances and Supplements through Municode annually
- Serves as the local Supervisor of Elections for the City of Holly Hill in conjunction and coordination with the Volusia County Supervisor of Elections and staff
- Provides candidates with information and election materials to run for office; receives candidate nomination papers and financial disclosure statements and provides confirmation of election results
- Provides for response to public records and informational requests received from staff, other agencies, and the public according to the Public Records Law, Florida Statute Chapter 119 (*There is no official form to submit in order to request public records. Anyone can send an email, call the City Clerk's office send a fax or appear in person*)
- Provides notice for public meetings for the City as well as notices for events, etc.

Additional Duties and Responsibilities

- Provides support to the Mayor and City Commission, including correspondence, mail, telephone calls, e-mails, conference registration, hotel and travel arrangements, appointments on elected officials calendars
- Prepares proclamations and certificates as needed
- Planning and coordinator for special events (*Christmas parade, Annual Christmas tree lighting ceremony, Easter Egg Hunt*)