

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
- Update City Clerk's department and elections section and other departments (as needed)
- Prepare City Commission meeting agendas and minutes through Granicus IQM2 Legislative Agenda Management
- 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 ITB's, RFP's, RFQ's for various city projects
- Record official City documents (as needed) to the Clerk of the Circuit Court
- 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, Law Enforcement (HHPD), Fire Department (HHFD) and Public Works
- 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, place appointments on elected officials and City Manager's calendars
- Prepares proclamations and certificates as needed

- Helps with information to be posted to city's Facebook page
- Planning and coordinator for annual special events (*Christmas parade, Christmas tree lighting ceremony, Easter Egg event*)

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