

COUNCIL SECRETARY/DIRECTOR

**General Administration
Administrative & Office Support
Manager
Sort Code: A04325**

**Occ Code: 04008
Exempt Status
Pay Grade 19.14**

The Council Secretary/Director is appointed by the City Council and serves at the pleasure of the City Council.

The Office of the Director is a department of the legislative branch of government. The Director/Council Secretary reports to the President of the City Council and is the head of the department and is responsible and oversees and manages the Legislative Branch of Government for the City of Jacksonville. This department includes four divisions: Administrative Services Division, Legislative Services Division, Public Information Division, and Research Division. Also, manages the functions and serves as the Value Adjustment Board Clerk for Duval County, Records Management and Retention Officer, Sunshine Compliance and Training (Training of Staff and ECA) for the Jacksonville City Council. Responsible for implementing and overseeing City Council Departmental budget for the operations of the City Council administrative staff.

Essential Functions:

- Provides and maintains budget preparation for the City Council Budget, preparing reports as needed.
- Arranges for public broadcast of Council meetings and selected proceedings, whether through contract with a third-party provider, or through in-house systems installed in Council meeting areas.
- Keeps the records of the Council and be the official signatory and perform all duties which are assigned by the Charter or by law.
- Maintains the office, chambers, committee rooms and conference rooms of the City Council.
- Provides clerical and secretarial assistance to Council Committees and subcommittees and to the boards and commissions that function as an extension of the Council.
- Provides, maintains, and updates the official legislative files, committee calendars and Council Agenda, and other documents necessary to the conduct of legislative business and be responsible for all official records of the legislative branch of government.
- Provides the Council, its committees and members, with information, data and research analysis, necessary to the proper conduct of legislative business.
- Drafts all Scope of Services for Contractual Agreements and Request for Proposals (RFP's).
- Responsible for the assigning of parking for Council members and Council staff.
- Oversees the maintenance of all personnel, payroll and purchasing files and records.
- Coordinates the procurement, maintenance, and repair of various equipment, including computers, printers, pagers, cellular phones, furniture, office supplies, etc.

- Oversees processing/payment of dues and subscriptions, printing requests, rentals, and leases.
- Oversees legislative tracking from introduction through final action and enrollment of each piece of legislation.
- Oversees preparing preliminary and marked (reflecting action taken) Council and standing committee agendas.
- Oversees noticing, providing pertinent information, and staffing of all standing committee meetings and subcommittees.
- Oversees the maintenance of all ordinances and resolutions enacted or adopted by the Council and supporting documents (hard copies/microfilm).
- Drafts training orientation and training manuals for Council Members and Council Staff in accordance with Florida Statutes, Municipal Laws, Council Rules to ensure compliance as well as training and orientation for department staff and procedure manuals on public notification, records retention and storage
- Responsible for placing the official seal of the City of Jacksonville on ordinances, resolutions, and other official documents as well as personal signature to show adoption into Code (attestation).
- Oversees creation, development, and maintenance of Gift Disclosure site for City Council- City of Jacksonville.
- Oversees the managing of public/media relations of the Council (news conferences; news releases; public service announcements; synopsis of primary Council agenda items for media; speechwriting; drafting of articles, commentaries, and statements).
- Oversees the coordination of special events for the Council (dedications, summits, joint meetings with other governmental entities, orientations, installations).
- Oversees responses to informational requests from the public, the media or other governmental entities concerning the Council as a whole, Council and/or committee actions, pending issues or individual members (including biographies and photographs).
- Responsible for ensuring the public's access to the Council and its proceedings and any and all information relating to these proceedings.
- Authorizing signature for all certifications of JEA bonds.
- Authorizing signature for subpoenas for all JSO Administrative Personnel Hearings;
- Other duties as required.
- Assigns responsibility, takes corrective action, and demonstrates leadership when evaluating, developing and motivating employees.
- Supervises with facts, focuses on results, provides clear direction, and encourages innovation.

Position Requirements: The Council Secretary/Director shall head the Office of the Council Secretary and shall have a bachelor's degree or higher from an accredited college or university, and at least five years of experience in government legislation, public administration, business administration or related field.

Approved:

Revised: 07/09/18, 12/22/21