



DEPUTY TOWN CLERK POSITION TOWN OF BAY HARBOR ISLANDS, FLORIDA

The Town of Bay Harbor Islands is hereby actively recruiting applicants for the position of Deputy Town Clerk.

The Town of Bay Harbor Islands was founded in 1947 by the Shepard Broad family. The Town also known as "*The Best Kept Secret on the Water*" is a two-island vibrant and progressive community located in the heart of Biscayne Bay, nestled between the cities of North Miami, Bal Harbor and Surfside. The Town holds a residential population of approximately 6,000 and is home to A+ rated Ruth K. Broad Elementary School. The Broad Causeway corridor which runs through the heart of Bay Harbor, boasts exclusive shopping, top notch businesses and fine dining all within a picturesque and charming island atmosphere.

The Town incorporates a Council/Manager form of government with the Town Clerk appointed by the Council. The Deputy Town Clerk is hired by the Town Manager but works under the general supervision and direction of the Town Clerk. The Deputy Town Clerk provides clerical and administrative support to assist the Office of Town Clerk in the overall management of the department. Examples of duties for the Deputy Town Clerk include assistance with all aspects of Town Meetings- agenda, minutes etc., fulfilling public records requests, managing recordkeeping, and general administrative support. Furthermore, the Deputy Clerk serves as the Town Clerk in his or her absence.

The successful candidate must possess a minimum of a Bachelor's Degree preferably supplemented by three (3) to five (5) years related experience in the government sector. Must have, or obtain within three years of hire date, Certified Municipal Clerk (CMC) designation and Certified Business Tax Official (CBTO) designation. Must have or be able to obtain Notary Public certification. May be required to have and maintain a valid Florida state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

The successful candidate must also have the following skills or attributes: excellent oral and written communication, team player, self-starter, impeccable integrity / ethics, innovative, technological and forward thinker. The annual salary range for this position is \$50k – 65K depending upon qualifications. The Town offers excellent benefits such as health, vacation, and pension through the Town's private retirement system.

Interested individuals should electronically submit (via email-PDF format) Cover Letter, resume and completed Town Employment Application to Mrs. Jenice Rosado, Human Resource Manager: jrosado@bayharborislands-fl.gov on or before noon on January 11, 2021. Interviews are expected to take place January 14 - 21. The Town is an Equal Opportunity Employer.