

The City of Aventura



19200 West Country Club Drive Aventura, FL

City Commission Workshop Meeting

April 17, 2014

Immediately following the Commission Meeting.
Executive Conference Room

AGENDA

1. *City Clerk Selection Process (City Clerk)**
2. *MAST Academy Update (City Manager)*
3. *Adjournment*

*** Back-up Information Exists**

This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Office of the City Clerk, 305-466-8901, not later than two days prior to such proceeding.

CITY OF AVENTURA
OFFICE OF THE CITY CLERK

MEMORANDUM

TO: City Commission

FROM: Teresa M. Soroka, MMC, City Clerk 

DATE: April 4, 2014

SUBJECT: **City Clerk Selection Process**

As I announced at the March Workshop Meeting, I will be retiring my position as the first and only City Clerk of the City of Aventura after the November 2014 municipal election. It has been my honor to serve in this position for the past 18 years.

In order to fill the vacancy, I would recommend the following process for selection of my replacement.

- 1) Publish the attached ad in professional publications throughout the state of Florida beginning June 1 with a closing date of June 30.
- 2) The Human Resources Manager and I will review the applications and eliminate those that do not meet the qualifications.
- 3) A Selection Panel comprised of the Human Resources Manager, Guido Inguanzo, Village Clerk of the Village of Pinecrest and I will review the applications and interview the top 5 most qualified applicants and recommend the 3 most qualified applicants for the Commission to interview.

I would suggest that the starting date for the new City Clerk be mid-October so that he/she will be involved in the November municipal election and that will provide time for me to work with them and introduce them to the City of Aventura policies and procedures.

/tms
Attachment



CITY OF AVENTURA

OPEN POSITION

Title: City Clerk
Salary: D.O.Q.

Description

The City Clerk is a Charter Officer and reports to the City Commission. The City Clerk is responsible for all activities of the City Clerk's office included, but not limited to:

- Administrative Assistant to the City Commission;
- Attends all meetings of the Commission and its Advisory Boards;
- Prepares minutes and coordinates agenda preparation;
- Custodian of all municipal public records and coordinates maintenance thereof;
- Serves as local Supervisor of Election in conjunction with the Miami-Dade County Elections Department;
- Administers the publication and maintenance of the Code Book;
- Effects legal advertising;
- Serves as financial disclosure coordinator;
- Coordinates lobbyist registration;

Qualifications & Requirements

- Minimum seven (7) years' experience in a Florida municipal city clerk's office;
- Certified Municipal Clerk (CMC) designation required and Master Municipal Clerk (MMC) certification preferred
- Bachelor's degree in Public Administration or related field preferred

OFFICIAL CITY APPLICATION REQUIRED WITH RESUME

EOE

Posted June 1, 2014

Deadline for applying June 30, 2014

CITY CLERK – CITY OF AVENTURA, FL –The City Clerk is a Charter Officer and reports to the City Commission. The City Clerk is responsible for all activities of the City Clerk’s office included, but not limited to: Administrative Assistant to the City Commission; attends all meetings of the Commission and its Advisory Boards; prepares minutes and coordinates agenda preparation; custodian of all municipal public records and coordinates maintenance thereof; serves as local Supervisor of Election in conjunction with the Miami-Dade County Elections Department; administers the publication and maintenance of the Code Book; effects legal advertising; serves as financial disclosure coordinator, coordinates lobbyist registration.

Preferred Qualifications: Minimum 7 years’ experience in a Florida municipal city clerk’s office; CMC designation required and MMC certification preferred; Bachelor’s Degree in Public Administration or related field preferred.

Salary: Competitive and commensurate with abilities

Closing Date for submission of applications: June 30, 2014

Anticipated Starting Date: Mid October 2014

Submission: Official City application required with resume, forwarded to: Gladys Carcamo, Human Resources Manager, City of Aventura, 19200 West Country Club Drive, Aventura, FL 33180, or by fax at 305-466-8939. The City of Aventura is an Equal Opportunity Employer.