



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



THE CITY OF ST. PETE BEACH, FL

INVITES YOUR INTEREST IN THE POSITION OF

CITY CLERK

THE COMMUNITY

The City of St. Pete Beach is a Gulf Coast barrier island community located in west-central Florida, close to St. Petersburg and Tampa Bay. The city has a land area of approximately 2.25 square miles and a year-round resident population of approximately 8,900.

St. Pete Beach is frequently recognized as a top beach destination and has received a Travelers' Choice award from TripAdvisor as a top-ranked beach in the United States. The city's beautiful white sand beaches, hotels, and historic resources attract tourists and visitors worldwide. The city has a heavy concentration of resorts, hotels, and other accommodations to support its robust tourism.

With miles of pristine beaches, year-round sunshine, an abundance of recreational opportunities, parks, restaurants, and shopping venues, St. Pete Beach is one of the most enjoyable places to live and vacation. It offers a wide variety of concerts, art shows, and special events throughout the year. Additionally, there are many places to visit on the beach or along the downtown corridor, including the Gulf Beaches Historical Museum.

In addition to its permanent population, the city has become a popular winter residence for people living in other parts of the United States, Canada, and Europe. Nearly 28% of the total residential homes and condominiums in St. Pete Beach are owned by people claiming primary residence elsewhere, reflecting a high volume of seasonal visitors.

Close to attractions in Orlando and even closer to the cultural and cosmopolitan attractions of St. Petersburg, Clearwater, and Tampa, St. Pete Beach strikes the perfect balance for those who want a casual, laid-back experience and the active attraction seeker.

St. Pete Beach residents enjoy access to the city's superior services in what is one of the most beautiful areas of the country. While the city has recently experienced a substantial impact from Hurricane Helene, the City's recovery efforts are robust, and the City remains committed to



quality of life and ensuring people enjoy safe, healthy, and attractive neighborhoods in this friendly, highly-resilient beach community.

THE AGENCY

The City of St. Pete Beach operates under the Commission/Manager form of government. The City Commission is composed of a mayor and four commission members and is responsible for enacting ordinances, resolutions, and regulations governing the City, as well as appointing the City Clerk, the City Manager, and the City Attorney.

The City provides a traditional range of services, including fire protection and emergency medical service; maintenance of parks, streets, beaches, and infrastructure; planning and zoning; recreation services and amenities; library; wastewater collection; reclaimed water; and stormwater drainage management. Law enforcement is provided by the Pinellas County Sheriff's Office (PCSO).

The City has 152 FTEs and a total FY2025 Budget of \$79.7 million, which includes a General Fund of \$37.8 million.

The City remains committed to its mission to ensure an optimal quality of life for the community by protecting its beaches and family-friendly environment while being respectful of its history.

THE POSITION

The City Clerk, a Charter position, is appointed by and serves at the pleasure of the City Commission. The City Clerk is responsible for the lawful, effective, and efficient management of all City Clerk's Office functions in accordance with the City Charter. This highly responsible administrative and supervisory position supervises three (3) full-time staff and works in close coordination and collaboration with the City Manager.

Responsibilities of the City Clerk include:

- Serves as Clerk to the City Commission and records all official actions.
- Administers the Oaths of Office to elected officials and advisory board members.

- Provides Sunshine Law, Ethics, Public Records Law, and related trainings and provides related information to the City Commission and advisory board members.
- Serves as the election official for the City of St. Pete Beach. Prepares election guidebooks before election qualifications, provides guidance throughout the election cycle, prepares ballot language, and coordinates with the Pinellas County Supervisor of Elections, including overseeing the set-up of voting locations.
- Prepares agendas, minutes, and related documents for the City Commission and advisory boards.
- Oversees membership status of advisory boards to ensure compliance with the City Code. Advertises vacancies, accepts applications, and confirms applicants' willingness to serve on advisory boards. Determines applicant eligibility for membership, and monitors attendance of advisory board meetings in conjunction with the requirements of the City Code.
- Directs and prepares publication of legal notices and recording of legal documents.
- Responds to questions and requests from the City Commission, charter officers, and staff. Interacts as necessary with the news media, governmental agencies, and the public.
- Serves as the City's public records custodian. Evaluates, makes recommendations, prepares training, and reviews all City records for retention and disposition per State Law. Responds to all records requests per the policies and procedures adopted by the City Commission and in accordance with State Law.
- Attests all written contracts and instruments on behalf of the City where required.
- Serves as a Notary Public and maintains the official City seal.
- Drafts proclamations as requested by the City Commission.
- Submits adopted Ordinances to Municode for codification into the City's Code of Ordinances and reviews all supplements after codification for accuracy and correctness.
- Prepares resolutions according to protocol and drafts resolutions of a more complex nature for review by the City Attorney.
- Publishes streamed/recorded meetings to the City's website



- Updates and maintains the City Commission and City Clerk website pages.
- Maintains lobbyist registration logs and contact reports from required individuals; provides a quarterly report to the City Commission and updates the City's website.
- Maintains a list of elected and appointed officials and employees required by the State of Florida to submit annual financial disclosure statements; coordinates the filing on the State Election online filing system.
- Prepares and manages the annual City Clerk and City Commission budget.
- Assists with and provides support to the Procurement Department for all procurement-related needs, including requests for bids, bid openings, committee meetings, and other needs as requested.
- Maintains confidential court transcriptions for litigation per State Law.
- Responsible for leadership of staff while following the City's Personnel Rules and Regulations (hiring, performance coaching, counseling, and developing employees).
 - Performs other duties as required.

THE IDEAL CANDIDATE

The City is seeking a knowledgeable and experienced City Clerk with strong leadership skills and a collaborative, engaging management style.

The City Clerk must be skilled in knowledge of municipal government, function, and activities, including the budget process.

Knowledge of municipal codes and ordinances and the City Charter is essential. The City Clerk must understand and interpret Federal, State, and local laws and various materials associated with job functions.

The City Clerk must be organized, able to plan and prioritize workloads, and meet multiple deadlines. The Clerk will perform duties independently with minimal supervision and review, emphasizing achieving results on City initiatives. The position requires independent judgment, confidentiality, discretion, and initiative in daily operations.

The ideal candidate will have knowledge of public administration, recordkeeping, municipal planning, judicial proceedings, etc., as well as laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the City Clerk position, such as the Florida Sunshine Law, Public Records Act, and current election laws.

The City Clerk must be supportive of the leadership team and employees and able to mentor and promote professional development, creating a culture that fosters excellence, customer service, and accountability. The City Clerk must work effectively with citizens, elected and appointed officials, and others. The ideal candidate will be personable, approachable, and have excellent communication and interpersonal skills.

Requirements include a bachelor's degree in business, government, public administration, or a related field with five (5) years of progressively responsible records management experience, two (2) of which must be with a government entity, preferably in Florida.

A Certified Municipal Clerk (CMC) designation is required or an equivalency of directly related senior-level government experience in a comparable clerk's office with a condition of employment required to successfully attain CMC certification within two (2) years of hire. A valid Florida Driver's license and a Notary Public license are required.



COMPENSATION

Starting salary is open, dependent upon qualifications, and is accompanied by a competitive benefits package. Florida does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, please visit our website, www.SRNsearch.com, to apply online.

Position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City of St. Pete Beach. Candidates will be advised of the status of the recruitment following the selection of the City Clerk. Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch, President
S. Renée Narloch & Associates
info@SRNsearch.com | 850.391.0000
www.SRNsearch.com

The City of St. Pete Beach is an equal employment opportunity employer, committed to a drug-free workplace, and abides by Florida Veterans' Preference. In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

Under Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.



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