

RESOLUTION NO. 2009 – 066

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, RATIFYING THE PREFERRED HIRING CRITERIA, JOB DESCRIPTION, AND JOB DUTIES FOR THE TOWN CLERK; AND PROVIDING AN EFFECTIVE DATE THEREFOR.

WHEREAS, on April 22, 2009, the Town of Southwest Ranches Town Clerk resigned; and

WHEREAS, to expedite filling the position the Town reviewed five current requests for letters of interests that had been posted on the Florida Association of City Clerks website to assist in developing preferred hiring criteria, job description, and job duties, for a new Town Clerk; and

WHEREAS, on May 5, 2009, the Town published its Request for Letters of Interest and required all submittals to be made by May 19, 2009; and

WHEREAS, Section 3.06 of the Town's Charter provides that the Council shall establish the hiring criteria, job description, and job duties of the Town Clerk; and

WHEREAS, this Resolution serves to comply with the Charter requirements by ratifying the preferred hiring criteria, job description, and job duties, as delineated in the Town's Request for Letters of Interest.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Southwest Ranches, Florida:

Section 1. The above-referenced recitals are true and correct and are incorporated herein by reference.

Section 2. The Town Council hereby ratifies the preferred hiring criteria, job description, and job duties of the Town Clerk, as published in the Town's Request for Letters of Interest, attached hereto and made a part hereof as Composite Exhibit "A."

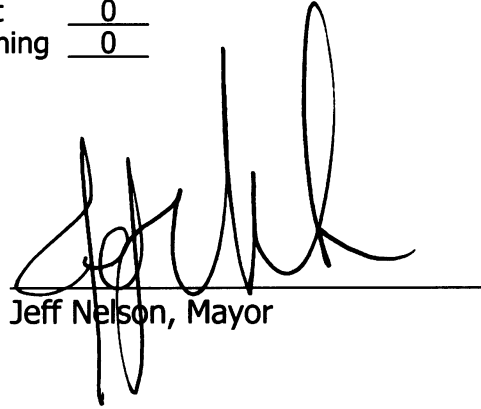
Section 3: That this Resolution shall become effective immediately upon its adoption.

[SIGNATURES ON FOLLOWING PAGE]

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this 4th day of June 2009, on a motion by Vice Mayor Steve Breitkreuz and seconded by Council Member Aster Knight.


Nelson	<u>N</u>
Breitkreuz	<u>Y</u>
Fisikelli	<u>Y</u>
Knight	<u>Y</u>
McKay	<u>Y</u>

Ayes	<u>4</u>
Nays	<u>1</u>
Absent	<u>0</u>
Abstaining	<u>0</u>



Jeff Nelson, Mayor

ATTEST:



Debra Doré-Thomas, Interim Town Clerk

Approved as to Form and Correctness:



Gary A. Poliakoff, J.D., Town Attorney
ACTIVE: 1194905_1

EXHIBIT A

BROWARD

**TOWN OF SOUTHWEST RANCHES
BROWARD COUNTY, FLORIDA
REQUEST FOR LETTERS OF INTEREST (RLI)
FOR
THE POSITION OF TOWN CLERK**

Opening Date/Time: Tuesday, May 19, 2009, at 10:00AM
Submit To: Request for Letters of Interest (RLI) for
the position of Town Clerk
Cheryl Williams, Executive
Assistant to Town Administrator
c/o Southwest Ranches Town Hall
6589 SW 169th Avenue
Southwest Ranches, FL 33331

The Town of Southwest Ranches is accepting Letters of Interest from qualified individuals to fill the full-time position of Town Clerk. The position is appointed by the Town Administrator, subject to the approval by a majority of the Council. The proposed salary range will be \$44,850 - \$58,800. The Town Clerk must have the following minimum qualifications:

- Must possess a valid Certified Municipal Clerk designation issued by the International Institute of Municipal Clerks;
- Must have a minimum of three (3) years of experience as a Municipal Clerk or Deputy Municipal Clerk, including minimum supervisory experience;
- Must be a Notary Public of the State of Florida, or be able to become a Notary Public within three (3) months of being hired;
- Must have a minimum of two (2) years current or past membership with the International Institute of Municipal Clerks and/or the Florida Association of City Clerks City Clerk. Membership in a similar Clerk-related professional association may be accepted;
- Must have knowledge of legal advertising requirements, intergovernmental relations, election laws and procedures, procurement laws and procedures, and state regulations for public records management, retention and disposition;
- Must possess the ability to understand and interpret state and local laws, the ability to draft ordinances, resolutions, and agreements, and the ability to prepare and maintain the department's budget;
- A Bachelor's degree in Public or Business Administration or related field is preferred.

The administrative functions of the Town Clerk include, but are not limited to the following:

- To prepare agendas, manage records, draft ordinances, resolutions, proclamations and agreements;
- To attend all Council meetings, and keep minutes of all municipal proceedings;
- To serve as the Supervisor of Elections for all special and regular municipal elections;
- To maintain the Town's Code of Ordinances, and coordinate supplements as appropriate;
- To publish legal advertisements in accordance with Florida Statutes;
- To process, advertise, file, and record all bids for municipal services;
- To attest to all official documents and agreements, and acts as the keeper of the Town Seal;
- Direct and supervise the administration of the department and Front Office staff.

This ad is not intended to substitute for the full RLI being issued by the Town. Copies of the full Request for Letters of Interest (RLI) may be obtained at Town Hall, Office of the Town Administrator, 6589 SW 169 Avenue, or by calling (954) 343-7476 or e-mailing cwilliams@southwestranches.org. All technical questions regarding the RLI must be submitted in writing to the Cheryl Williams, Executive Assistant to Town Administrator, either via e-mail at cwilliams@southwestranches.org, or via facsimile at (954) 434-1490.

EXHIBIT B

**TOWN OF SOUTHWEST RANCHES
REQUEST FOR LETTERS OF INTEREST (RLI) FOR
THE POSITION OF TOWN CLERK**

**TOWN OF SOUTHWEST RANCHES
BROWARD COUNTY, FLORIDA**

**REQUEST FOR LETTERS OF INTEREST (RLI) FOR
THE POSITION OF TOWN CLERK**



**Opening Date/Time:
Submit To:**

**Tuesday, May 19, 2009, at 10:00AM
Cheryl Williams, Executive Assistant to Town Administrator
6589 SW 160 Avenue
Southwest Ranches, FL 33331**

**TOWN OF SOUTHWEST RANCHES
REQUEST FOR LETTERS OF INTEREST (RLI) FOR
THE POSITION OF TOWN CLERK**

I. GENERAL INFORMATION

The Town of Southwest Ranches ("Town") is located in Southwest Broward County (Greater Fort Lauderdale), Florida and is generally a rural community surrounded by urban sprawl. It was incorporated on June 6, 2000; and, it covers approximately 13 square miles, with a population of about 8,000. The Town operates under a Council-Administrator form of government, under the direction of five council members. The Town is primarily a contract town with major services contracted out to local vendors and an in-house Administration Team of 9 full-time employees.

The position of the Town Clerk is authorized by Section 3.06 of the Town's Charter. The position is appointed by the Town Administrator, subject to approval by a majority of the Town Council.

II. APPLICANT QUALIFICATIONS

The Town of Southwest Ranches is accepting Letters of Interest from qualified individuals to fill the full-time position of Town Clerk. The position is appointed by the Town Administrator, subject to the approval by a majority of the Council. The proposed salary range will be \$44,850 - \$58,800. The Town Clerk must have the following minimum qualifications:

- Must possess a valid Certified Municipal Clerk designation issued by the International Institute of Municipal Clerks;
- Must have a minimum of three (3) years of experience as a Municipal Clerk or Deputy Municipal Clerk, including minimum supervisory experience;
- Must be a Notary Public of the State of Florida, or be able to become a Notary Public within three (3) months of being hired;
- Must have a minimum of two (2) years current or past membership with the International Institute of Municipal Clerks and/or the Florida Association of City Clerks City Clerk. Membership in a similar Clerk-related professional association may be accepted;
- Must have knowledge of legal advertising requirements, intergovernmental relations, election laws and procedures, procurement laws and procedures, and state regulations for public records management, retention and disposition;
- Must possess the ability to understand and interpret state and local laws, the ability to draft ordinances, resolutions, and agreements, and the ability to prepare and maintain the department's budget;
- A Bachelor's degree in Public or Business Administration or related field is preferred.

III. SERVICES OVERVIEW

The administrative functions of the Town Clerk include, but are not limited to the following:

- To prepare agendas, manage records, draft ordinances, resolutions, proclamations and agreements;
- To attend all Council meetings, and keep minutes of all municipal proceedings;
- To serve as the Supervisor of Elections for all special and regular municipal elections;
- To maintain the Town's Code of Ordinances, and coordinate supplements as appropriate;

**TOWN OF SOUTHWEST RANCHES
REQUEST FOR LETTERS OF INTEREST (RLI) FOR
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- To publish legal advertisements in accordance with Florida Statutes;
- To process, advertise, file, and record all bids for municipal services;
- To attest to all official documents and agreements, and acts as the keeper of the Town Seal;
- Direct and supervise the administration of the department and Front Office staff.

IV. RESPONSE REQUIREMENTS

All respondents must submit *1 bound original, 1 unbound original, and 1 CD (preferably in WORD or PDF)* of their entire proposal in a *sealed* envelope to Cheryl Williams, Executive Assistant to Town Administrator, *prior to* the opening date and time referenced above. *Suggested* items for applicants to include in their responses are:

1. A signed Letter of Interest
2. Resume with Salary History
3. Proof of Certifications or Degrees as delineated in the requirements above
4. Any additional backup material that demonstrates the applicant's fitness for the position

All Letters of Interest will be publicly opened at 10:00 a.m. on May 19, 2009 in Town Hall at 6589 SW 160th Avenue, Southwest Ranches, FL 33331. *Facsimile and electronic mail responses will not be accepted.* No Letters of Interest will be accepted after the opening date and time referenced above. All questions regarding the RLI must be submitted *in writing* to the Cheryl Williams, Executive Assistant to Town Administrator, either via e-mail at cwilliams@southwestranches.org, or via facsimile at (954) 434-1490.

It will be the sole responsibility of the respondent to ensure that the RLI reaches the Town Hall on or before the closing hour and date shown on the cover page of this RLI and that all required information is included in their response.

Cost Liability: The respondent shall bear all costs associated with submitting the RLI, including RLI preparation, or any travel connected with the submittal of the proposal to the Town.

Contents of RLI/Public Records: Once opened by the Town, a response to this RLI is a public record under Chapter 119, Florida Statutes. The contents of the RLI as accepted by the Town may become part of any employment contract awarded as a result of this RLI. All RLIs, being public record, will be available for public inspection during normal business hours once they have been officially opened. Persons who wish to read proposals must make an appointment with the Town Clerk.

Conflicts of Interest: This employment is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their proposals, the name of any officer, director, partner, associate or agent who is also an officer or employee of the Town of Southwest Ranches or its agencies.

The Town of Southwest Ranches reserves the right to reject any or all RLIs, to waive any informalities or irregularities in any RLIs received, to re-advertise for RLIs, or take any such actions that may be deemed in the best interests of the Town.

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V. SELECTION PROCESS

At the opening date and time referenced above, the Town Administrator or designee will publicly open and read aloud the names of all respondents, and whether or not each one meets the minimum requirements provide in this RLI. All respondents are invited to attend the opening.

The Town Administrator will then shortlist the qualified applicants for interviews. Once a selection is made by the Town Administrator, the ratification of that selection will be scheduled for the next available Town Council meeting. Final appointment to the position will be made upon approval by a majority of the Town Council.