

The Center for Municipal Research conducted a survey of 292 municipal clerks in Florida regarding how the city clerk’s office is structured in their municipalities. The survey was conducted electronically from October 22 – November 15, 2019, with a response rate of 75% or 219 clerks.

### Key Take-Aways

#### Of municipal clerks who responded:

- All but one city has the position of city clerk (**99.5%**)
- **45%** of cities have the position of deputy clerk
- More than **75%** of city clerks report being responsible for additional job duties beyond the traditional scope of the city clerk position.
- **90%** of cities have 5 or less employees in the clerk’s office
- **47%** of cities designate the authority to hire/fire the city clerk to the city council/commission while **39%** designate that authority to the city manager and **8%** designate that authority to a combination of both
- **30%** of cities designate the authority to hire/fire employees within the city clerk’s office to either the city clerk or the city manager/administrator while **27%** designate that authority to the city clerk only and **27%** designate that authority to the city manager/administrator only

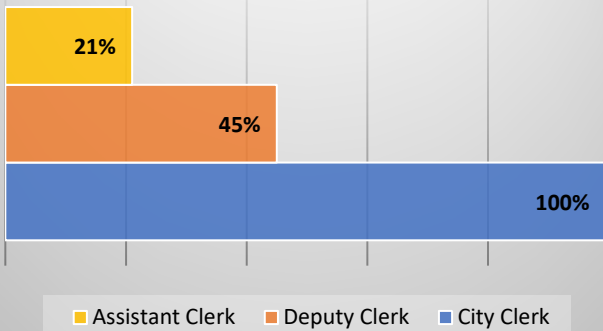
See page 2 of this report for additional graphs/data obtained in this survey.

Contact Research Analyst Liane Giroux at [lgiroux@flcities.com](mailto:lgiroux@flcities.com) for the survey questions or additional information.

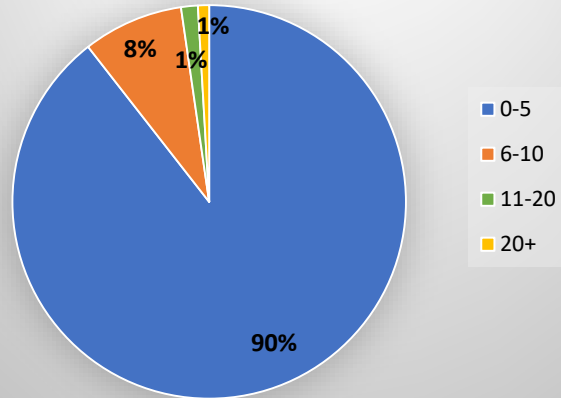
The FLC Center for Municipal Research is the primary source of local government research and resources at the Florida League of Cities. The Center serves as a link between Florida’s public policy researchers and municipal governments, bridging the gap between academics and public policy makers and administrators. More information on the Center can be found at [www.floridaleagueofcities.com/research](http://www.floridaleagueofcities.com/research).

*\*Surveys are completed by members of each individual municipality and the FLC staff does not verify or cross-reference responses with other sources.*

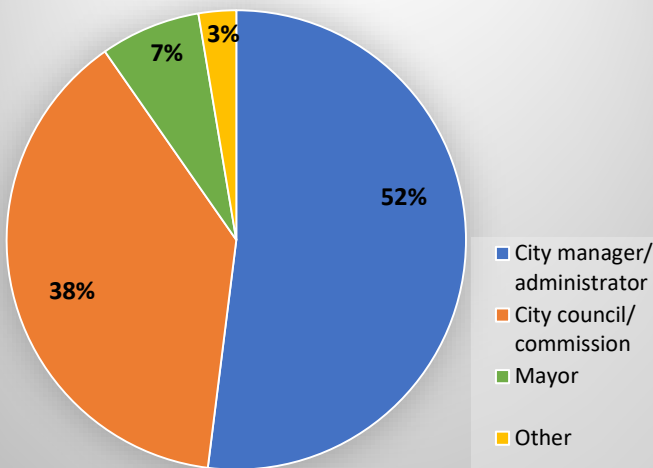
### Job positions within city clerk's office (percentage of cities with each option)



### How many employees are in the city clerk's office? (percentage of cities with each option)

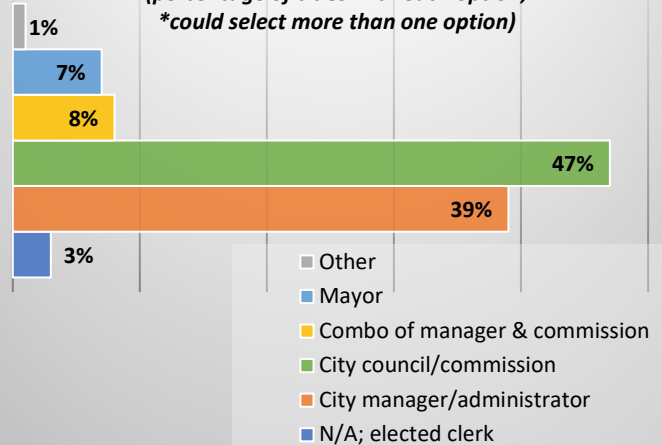


### Who does the city clerk report to? (percentage of cities with each option)

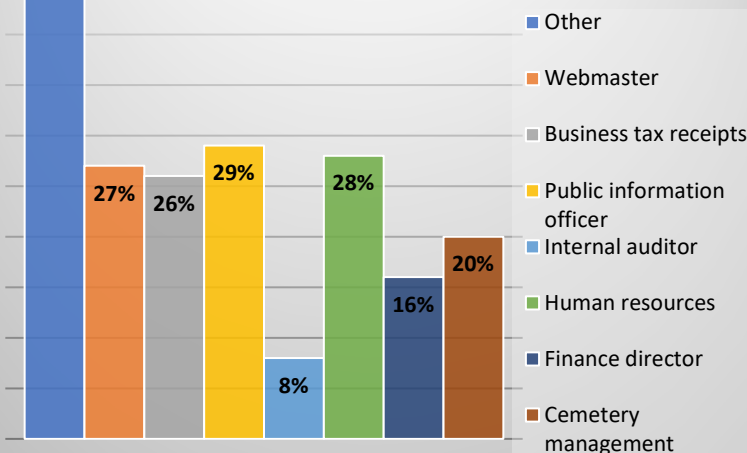


### Who has the authority to hire/fire the city clerk?\*

(percentage of cities with each option; \*could select more than one option)



### Other duties city clerk's office is responsible for\* (percentage of cities with each option; \*could select more than one option)



### Who has the authority to hire/fire employees within the city clerk's office? (percentage of cities with each option)

