

Job Description

TITLE: City Clerk

GENERAL SUMMARY:

Control and oversight of City records, ordinances and acts of the City Council

Position Reports to: Mayor and City Council

Supervisory Responsibilities: None

Skills, Knowledge and Abilities Required: Includes but not limited to:

Ability to exercise good judgment, maintain good interpersonal relationships and adapt to change. Ability to spell correctly, write or print legibly, speak clearly, use correct grammar. Must have proficient computer skills. Ability to organize work. Must be able to demonstrate the knowledge and skills necessary to interact appropriately and perform clerical services for government business. Knowledge of Microsoft Office Word and Excel, QuickBooks, General knowledge of municipal functions, Ability to write resolutions, and to write business letters and complete reports for grants.

Mental Demands - Includes, but not limited to:

Constant: Involves a high degree of organization and initiative. High degree of cooperation is required. Ability to adapt to situations as the environment changes with different people's personalities.

Frequent: Heavy concentration and interaction with the public.

Occasional: Occasional stress or deadlines in completing work.

Work Environment - Includes, but not limited to:

Constant: Indoor environment with moderate temperatures and humidity.

Frequent: Frequent Keyboard/computer use.

Occasional: Outdoor environment

EQUIPMENT/SUPPLIES USED - Includes, but not limited to:

Personal computer, copy machine, fax machine, adding machine, telephone, fax.

ENTRY LEVEL REQUIREMENTS

Minimum three years' experience as a city clerk.

WORKING CONDITIONS

Work ten to fifteen hours as needed per week

POSITION FUNCTION:

- City clerk attendance is required at all council and Planning and Zoning meetings.
- Attendance of all city council meetings and Planning and Zoning meetings
- Serve as Secretary of the City council
- Handle the citizens of the community in a respectful and friendly manner while maintaining a firm position on the policies set by the City Council.
- Receives and investigates complaints from citizens.
- .Write letters needed as correspondence from the City.
- Takes minutes and transcribes minutes, post them on the city website and send them out to the mayor and city council within seven days.
- .In the absence of the City Clerk, the Treasurer will perform the Clerk functions as needed.
- General office duties as needed.
- Update and purge files according to the standards Published by the Iowa League of Cities and Iowa law.
- All duties as required by City ordinances.
- Prepare and disseminate all official documents of the City.
- All duties as required by City ordinances.
- Maintain official files of the city and assure compliance with Iowa Statutes for collection, security, and dissemination of those files.
- Prepare all legal Nuisance Abatements. Take pictures of nuisances and deal directly with citizens as needed to oversee resolution of the nuisance as needed.
- Issue license and permits as needed
- Properly publish, and record all ordinances, resolutions, and minutes of the City Council.
- Work as liaison for the Mayor and City Council to coordinate and inform them on issues and assure that there is follow through on their mandates when working with

contractors, vendors, agencies, and associations that do business with the City as needed.

- Include the title and number of all resolutions and ordinances in the minutes.
- Publish as required a list of disbursements in a publication listing the vendor's name, description of service or supply and gross amount paid.
- A summary of the receipts by fund must also be published.
- If an ordinance is passed, a copy must be published. (Consult attorney regarding abbreviated form)
- Ordinances will be filed in the Clerk's copy kept on file at City Hall.
- The results of all votes will be recorded and if the mayor vetoed or did nothing.
- Order supplies as needed for city hall operations.
- Bills will be paid through the bank bill pay site whenever possible. Bills require the secondary approval of the mayor. Checks, other than those made out to the mayor, will be signed by the mayor.
- The clerk calculates all payroll and prepares paychecks for the mayor to sign other than the one for the mayor which will be signed by the clerk or treasurer. Paychecks will be prepared for distribution no later than one week after the first council meeting of the month.
- Prepare payroll checks for the Mayor and Council quarterly
- The clerk will work with the mayor to institute Direct deposit for paychecks. The use of the accounting program supplied by the city will be utilized.
- Keep confidential employee records up to date and in a secure file at city hall.
- Multiple payroll and other state and federal reports must be filed on a regular basis. (See Clerk's Manual, Chapter 6)
- The clerk will file reports as required for grants received by the city.
- Maintain a list of grants and reports required
- The clerk will keep all books up to date including, but not limited to
- Minutes, Resolutions, Ordinance, and Street Vacation books.
- Personnel files will be kept locked in the personnel file in the office with the mayor in possession of the secondary key. Security and confidentiality are of the utmost importance and must be respected.

-The clerk and treasurer will protect the records and finances of the city in conjunction with the mayor.

-The clerk receives water meter readings from the meter reader and calculates utility billings and checks the mail at least three times a week, credits the customer's account, records, and maintains books for the Water Department account and makes deposits to the water account at Hills Bank.

-Delinquencies that need notices will be processed by the clerk.

-Prepares Sales Tax Exemption forms as needed.