

Job Description City Clerk

Reports to: Mayor

Status: Full Time, Hourly; 8:00 am to 4:30 pm Monday through Friday. Overtime hours may be required.

Subordinate Positions: No formal responsibilities for supervision of staff.

General Overview of Position:

Under general administrative guidance of the Mayor and City Council, pursuant to the Code of Iowa, performs a variety of administrative and specialized duties which require accuracy, proficiency, confidentiality, and limited independent judgement. Provides control and oversight of City finances, official records, ordinances, and acts of the City Council. Interacts in person, over the phone, and via social media with the public as well as local businesses and serves as a liaison between the City and the community.

Essential Job Functions:

Council Meetings

- Attend regular and special City Council meetings
- Preparation of agenda and all relevant documents for Council packets prior to meeting
- Publishes agenda prior to meetings in accordance with Iowa regulation
- Takes meeting minutes and documents motions and outcomes of City Council votes
- Publishes meeting minutes in accordance with Iowa regulation

Budget / Finance

- Develop annual City budget proposal for Council review and approval
- Track all revenue and expenditures for the budget and provides monthly reports to department heads and City Council
- Prepare budget amendments for Council review and approval in accordance with Iowa regulation
- Prepare, maintain, and report where required by the state Finance Reports for all departments

Records / Audit

- Prepare, maintain, and submit all annual reports required by the state
- Retain and store all City records in compliance with state retention laws
- Issues and maintains records of various permits and licenses as approved by the City Council, and report building permits to the County Assessor as requested

Payroll

- Complete, maintain, and issue all payroll checks and reports
- Withhold, report, and pay all IPERS and withholding taxes per state and federal regulations
- Generate and submit payroll reports per state and federal regulations
- Maintain payroll and accounts payable records and issue W2 & 1099 forms as appropriate
- Complete Workman's Comp reporting as required
- Complete Iowa Unemployment reporting as required

- Manage/administer employee benefits
- Track and report vacation, holiday, and sick time usage

Billing / Accounts Payable

- Manage all aspects of billing, invoicing, and receipt of payment for all City Services including water, cemetery, sewer discharge, etc.
- Maintain delinquent account list and issue required letters and final notices
- Serve as Accounts Payable Officer for the City
- Record receipt of all payments to the City and make deposits, reconciling all accounts monthly
- Balance and maintain petty cash

Misc. Administrative

- Interact with residents and officials to answer questions, field concerns and direct to appropriate resources, explain City and State codes, etc.
- Research and write / submit grants on behalf of the City
- Coordinate municipal elections and administers oaths of office
- Attend workshops, seminars, and conferences as approved to further develop knowledge, skills, and understanding of county, state, and federal regulations pertinent to City operations
- Maintain/administer City Facebook and web page

Skill and Education Requirements:

- High School Diploma or GED required. Degree in Accounting, Business Administration, Public Administration, or related field preferred.
- Detail oriented approach to work
- Computer skills and knowledge of software applications
- Excellent verbal and written communication skills
- Strong interpersonal skills
- Strong time management and organizational skills
- Knowledge of, or the ability to learn, county, state, and federal regulations and requirements pertaining to City operations
- Must hold a valid Iowa driver's license
- Hold or obtain Iowa Certified Municipal Clerk certification within _____ years.
- Hold or obtain Iowa Certified Financial Municipal Finance Officer within _____ years.