

CITY OF Van Meter

JOB DESCRIPTION

Title: Deputy City Clerk – Billing Specialist

Department: City Hall

FLSA: Non-Exempt

Reports To: City Clerk and City Administrator

Compensation: \$16.83 to \$22.35 per hour depending on qualifications

PURPOSE OF POSITION

To perform administrative and operational functions that support the City Clerk and general administration activities occurring in City Hall.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

1. Validates source documentation for requests for payments
2. Processes Accounts Payable
3. Fields correspondence from vendors relating to payables
4. Assists in maintaining vendor profiles
5. Assists in maintaining source documentation for regulator and grant compliance
6. Places inventory orders
7. Fields citizen/customer inquiries in person and phone
8. Assists in the preparation of reports, through research and analytics for regulatory, internal and external communications
9. Performs the operational procedures in opening and closing City Hall, as needed
10. Drafts correspondence
11. Fulfills records requests
12. Assists with the records retention project managed by the City Clerk
13. Assists with preparation of meeting agendas, packets, and minutes
14. Performs other duties that could reasonably be expected of an employee in this capacity.
15. Fills in as City Clerk as needed
16. Assists with preparing Council chambers
17. Monitors and assists with content creation and publications to City operated social media accounts, websites, and newsletters
18. Assists with receipt, filing and processing of building permits, utility payments, and other receipts of the City
19. Assists with cemetery plot sales and management of cemetery records

Required Knowledge, Skills, and Abilities:

Principles, practices and methods of administrative and organizational analysis; public administration policies and procedures.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Effective business communications and correct English usage, including spelling, grammar and punctuation

Pertinent federal, state, and local codes, laws, and regulations.

Utilize good judgment in analyzing situations carefully and adopting effective courses of action; gather, organize, compile, and summarize data.

Understand and follow oral and written directions; communicate clearly and concisely, both orally and in writing.

Shall possess valid Drivers' license.

Education, Training and Experience:

Bachelor's Degree in related field preferred.

Direct experience in the field may be substituted for education in a two for one year ratio.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Position requires adaptability to performing a variety of duties, often changing from one task to another of a different nature without subsequent loss of efficiency or composure. Lifts and carries objects weighing up to 20 lbs. on a regular basis. On occasion may be required to lift 25 - 40 lb. bags. Pushes and pulls objects weighing up to 15 lbs. on a regular basis. Climbs ladders, step and balancing objects required on occasional basis. Use of fingers, hands, arms, body torso requiring manual dexterity is required in virtually all tasks performed.

Cognitive Demands

Position involves working directly with people, data and things in the provision of clerical support, operations, and finance. Requires ability to differentiate between numbers, figures and forms; visual, sound, odor and color perception. Capacity to use and interpret a variety of information furnished in written, oral, diagrammatic or schedule form. Ability to perform multiple tasks simultaneously. Must demonstrate strong organizational skills. Applies acquired knowledge of the principles and practices associated with modern accounting and clerical practices.

Language Ability & Interpersonal Communication

Capacity to write reports, operating regulations, news articles and related documents using proper format, punctuation, spelling and grammar. Capacity to read and understand principles of logical or rational thinking to solve practical problems in situations where standardization normally exists. Understanding of verbal and non-verbal cues and the connection to active listening.

Environmental Adaptability

Occupational hazards are those generally associated with occupations engaged in clerical work.