

City of Riverdale, Iowa

Announcement/Advertisement

Deputy Clerk

Riverdale, Iowa (Population Approximately 405) is seeking an employee for the position of deputy city clerk.

Pay range is \$18.56-\$26.04, depending upon qualifications. The applicant will be eligible for IPERS and a Qualified Small Employer Health Reimbursement Arrangement. Paid holidays, vacation and sick leave is also offered.

The Deputy City Clerk is responsible for:

- Assisting the City Administrator/City Clerk in the management of documents and management of city business. City business will include the accounts payable, accounts receivable, utility billing, bank reconciliation, and depositing.
- Assisting in completion of state and federal reports as related to City business
- Document management includes using Laserfiche.
- Working with general public.
- Assisting with the creation of agendas, packets, minutes and related correspondence.
- Assisting with monitoring and creation and publication of social media, websites and newsletters.
- Learning and implementing local, state and federal laws pertaining to city.
- Obtaining Certified Municipal Clerk designation within 4 years of hire date.
- Serving as City Clerk; if required.
- Other duties as assigned.

Qualifications include a two-year college degree (preferred, but not required) in business administration or related field. Would prefer experience in the public or non-for-profit sector, but not required.

Application materials requested include: cover letter, resume, salary history, and five work related references. Applicants must complete a criminal and credit background check.

Applications will be accepted until January 7, 2022. Confidential applications should be sent to City Administrator, 110 Manor Drive, Riverdale, IA 52722 or sent to cityadmin@riverdaleia.org.

Questions can be directed to Kent Royster, City Administrator at (563) 355-2511.