

# CITY CLERK AND RECORDS MANAGER

- MANAGE CITY RECORDS
- LEAD SUPPORT STAFF AND COORDINATE OFFICE ACTIVITIES

**APPLICATIONS DUE BY  
12 PM ON MAY 31, 2022**

## **AMES: WORK, PLAY, DISCOVER**

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community of more than 60,000 that provides residents an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district. As one of the top employers, the City offers efficient, customer driven programs and services through more than 18 departments and divisions. Our 550 full-time employees strive to provide Ames citizens with exceptional customer service at the best price.



**City of Ames**  
515 Clark Ave., Ames, IA 50010 • 515.239.5199  
[www.CityOfAmes.org](http://www.CityOfAmes.org)



# CITY CLERK AND RECORDS MANAGER

\$73,406 - \$91,037 Starting Annual Salary Range

## POSITION SUMMARY

The City of Ames is seeking a values-driven individual to serve as City Clerk and Records Manager. **To apply, visit [www.CityOfAmes.org/Jobs](http://www.CityOfAmes.org/Jobs)**

The City Clerk is a division of the City Manager's Office. While reporting to the City Manager, this position is responsible for leading administrative staff and coordinating the activities of the City Clerk's Office, which includes supporting the City Manager and City Council, serving as liaison and support for selected Boards and Commissions, maintaining positive relationships with City departments, and positively interacting with citizens. The City Clerk has responsibility for managing City records and assures that all responsibilities assigned to the City Clerk by Iowa Code and local law are appropriately executed.

This is an exciting opportunity for a proven leader who is motivated by delighting customers inside and outside the City organization. Successful candidates will be exceptionally organized and detail oriented, utilize technology to carry out the functions of the position, and exhibit strong leadership and a commitment to continuous improvement and process evaluation.

## COMMUNITY BACKGROUND

Ames is located in Story County and was established in 1864. The city is located 35 miles north of Des Moines, the state capitol. Ames is the seventh largest city in Iowa with a 2017 population estimate of more than 66,000 people and covers an area of nearly 25 square miles. As home to Iowa State University, Ames residents enjoy access to sporting events, cultural offerings, speakers and educational opportunities, and entertainment typically hosted by much larger communities.

Our growing city enjoys a vibrant economy with a low unemployment rate. Close to half of those employed work in the government sector, including Iowa State University, the Iowa Department of Transportation, and the National Centers for Animal Health.

Ames residents have a rich history of encouraging innovative and forward-thinking ideas. Our community values creativity and innovation. For those who want the charm and convenience of a small town with the opportunities and amenities that come from a major university, Ames provides an intelligent, progressive option. Our citizens believe in creating a city and a region where everyone has opportunities to discover and thrive.

*Ames, Iowa, is the Smart Choice!*

## EXCELLENCE THROUGH PEOPLE (ETP)

As City of Ames employees, when we bring our values to life each day, we will provide our citizens with exceptional service at the best price AND employees will experience an enjoyable and stimulating work environment from which personal and professional growth can occur.

ETP includes 14 values: committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, committing to diversity, equity, and inclusion, championing employee involvement, striving for excellence, promoting fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork.

For leaders, this commitment also includes creating a work culture that



encourages employees to live these values. For all employees, this culture emphasizes a Total City Perspective.

## QUALIFICATIONS

Some post-secondary education or training in office management, business administration, or secretarial science, and at least four years of full-service office management experience. Experience should have an emphasis in records management and must include at least two years of supervisory responsibilities. Must be proficient in the use of word processing and spreadsheet software, databased, virtual meeting platforms, etc. Municipal experience is preferred.

## BENEFITS

The City of Ames provides a comprehensive benefit package: Medical, Dental, Vision, Life and Long Term Disability insurance; Flexible Spending Account (FSA) for both health care and dependent care; Retirement plan options - deferred compensation, and Iowa Public Employees' Retirement System (IPERS) which may include employer contributions; Vacation Pay, Sick Leave, Holiday Pay and Longevity Pay; Leaves of Absence; and Employee Development and Educational Assistance Programs.



The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515.239.5199.

**Applications are due by 12 p.m. on Tuesday, May 31, 2022.**

**For more information and to apply online please visit [www.CityOfAmes.org/Jobs](http://www.CityOfAmes.org/Jobs)**