



City of Carlisle, Iowa
Invites applications for the position of:

Parks & Recreation Superintendent

SALARY RANGE: \$55,000.00-\$65,000.00

OPENING DATE: 1-27-2023

FIRST REVIEW OF APPLICANTS: 1-10-2023

About the Community: Carlisle, Iowa, is a growing community of 4,160 residents located adjacent to Des Moines southeast side. More information on the community is available at www.carlisleiowa.org

Carlisle is a full government service community with seven departments including City Hall/Finance, Fire/EMS, Police, Library, Public Works, Parks & Recreation, and Municipal Electric. City Hall/Finance Department is made up of the City Administrator, City Clerk, Deputy City Clerk, and Utility Billing Clerk. This active department oversees many of the administrative and financial aspects for the City, including accounting, bookkeeping, accounts receivable, accounts payable, payroll, human resources, utility billing, permitting, economic development, and cemetery. The City has recently updated its Comprehensive Plan and is working on strategic implementation of that plan. The City Clerk position is an integral part of the City's management team that provides an opportunity to work in a fast-paced, ever-changing public environment while providing essential functions for the City that support all functions of the organization.

INFORMATION: The City of Carlisle is accepting applications for City Clerk. Interested candidates should send resume, cover letter, and a professional writing sample.

PRINCIPLE DUTIES AND RESPONSIBILITIES: Under administrative direction, to serve as City Clerk of the City; to act as the main financial and administrative record keeper and treasurer for the City. Manages multiple budgets, employees, and programs.

The prime candidate would have the ability to manage staff, relationships, experience with accounting, and can manage a diverse workflow throughout the year.

ENTRY REQUIREMENT AND SKILLS: Graduation from a college or university with a bachelor's degree in business management, records management, public administration or a closely related field, and two (2) years of related experience; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis; and demonstrated experience with accounting, bookkeeping, and/or record keeping.

HOW TO APPLY: Applicants should submit a resume, a cover letter, and a professional writing sample specifying interest to City of Carlisle, Attn: Deven Markley, 100 North 1st Street, Carlisle, Iowa 50047. Professional writing sample can include professional documents, letters, email, or other correspondence highlighting the applications written communication skills. Please include current mailing address, phone number(s), and e-mail address. The City of Carlisle is an equal opportunity employer.

City Clerk Duties Overview



City of Carlisle Job Description City Clerk/Treasurer

Name: _____ **Department:** City Hall (Finance)

Title: City Clerk/Treasurer **FLSA:** Exempt

Date: January 27, 2023 **Reports To:** City Administrator

Purpose of Position (job summary)

Provides a variety of routine and complex supervisory, clerical, and administrative work in the administration of the City government.

Relationships

Reports to: City Administrator/Clerk

Supervises: Deputy City Clerk, Utility Billing Clerk

Works with: Mayor and Council, City Boards and Commissions, supervisors and staff of the Electric, Fire, Library, Parks and Recreation, Police and Public Works Departments and the general public

Essential duties, responsibilities and functions (major areas of accountability)

The following duties and functions are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations
- Performs supervisory duties including interviewing and recommending hiring, training, assigning work, disciplining, evaluating, and recommending discharge.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification; catalogs and files all city records.
- Attends regular and special city council meetings; coordinates recording of the proceedings; assists with preparation of the minutes; indexes and files documents for the public record; oversees the codification of ordinances into the municipal code; distributes information as requested

- Files ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code.
- Administers the issuance of municipal licenses, various regulatory licenses as assigned, and cemetery deeds, etc. in accordance with applicable city ordinances and other regulations.
- Administers oath of office to public officials.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
- Performs or oversees the purchase of operational materials and supplies, the performance of payroll processing, accounts payable processing, utility and other billings and the investment of City funds in accordance with laws and regulations
- Prepares and maintains financial reports.
- Oversees the central computerized financial and management information system of the City.
- Oversees the timely posting and reconciliation of ledgers and accounts.
- Directs the preparation of state and federal reports, including tax reports meeting all applicable deadlines.
- Works closely with department heads in areas of accounting and budget management; manages and supervises record-keeping, accounts payable, payroll, utility billing and investments to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates staff; reviews progress and directs changes as needed
- Assists with the development of short- and long-range plans; gathers, interprets and prepares data for studies, reports and related information; develops recommendations on policy decisions; coordinates business office activities with other departments and agencies as needed
- Provides professional advice and makes presentations to Mayor and Council, supervisors and staff; civic groups and the general public

- Assists with the communication of official plans, policies and procedures to supervisors and staff and the general public
- Assures that areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time
- Assists with management of official City records and public documents; coordinates certification and recording for the City as required; catalogs and files all city records
- Assists with the preparation of agendas and notices for meetings, bid and other advertisements, legal notices of public hearings and special meetings., bids and other activities
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Assures that all customers are treated properly; oversees the handling of all customer relations, concerns and/or problems
- Knows the function of all office equipment, including INCODE and Microsoft Office software or other computer software utilized by the City and oversees the central computerized financial and management information systems
- Evaluates the operation of the business office and recommends improvements in methods and procedures
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained
- Knows emergency safety procedures
- Attend seminars and workshops related to City Clerk's duties and responsibilities.
- Administers oath of office to public officials

- Accepts claims for damages and other legal papers served on the City
- Performs related work as required.

Qualifications

Minimum training and experience required to perform essential duties and functions:

Education and Experience:

(A) Graduation from a college or university with a bachelor's degree in business management, records management, public administration or a closely related field, and

(B) Two (2) years of related experience; or

(C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis; and

(D) Demonstrated experience with accounting, bookkeeping, and/or record keeping.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of the principles and practices of modern public administration; Extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;

(B) Skill in operation of listed tools and equipment;

(C) Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to plan, organize and supervise clerical workers and assigned staff.

Minimum physical and mental demands required to perform essential duties and functions:

Required Physical Activities: Walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping

Physical Characteristics of Work: Work involves standing and/or walking 20% of the time and sitting approximately 80% of the time. Requires the exertion of up to 10 pounds routinely, exertion of up to 25 pounds occasionally, and exertion of more than 25 pounds infrequently to lift or otherwise move objects.

Vision Requirements: The minimum standard for use with those, whose work deals the ability to read and complete written reports, read computer screens, adjust focus and identify and recognize colors

Cognitive Demands (necessary knowledge, skills and abilities):

(A) Working knowledge of the principles and practices of accounting and finance; extensive knowledge of office practices and procedures; thorough knowledge of records management techniques, including legal requirements for recording, retention and disclosure;

(B) Skill in operation of listed tools and equipment;

(C) Ability to accurately record and maintain records; ability to plan, organize and supervise clerical workers and assigned staff

(D) Ability to use logic or science to solve problems with several abstract and concrete variables; ability to perform arithmetic and geometric calculations.

(E) Knowledge of and ability to perform effective training methods.

(F) Ability to report, write or edit articles for publication; ability to prepare and deliver talks; ability to interview, counsel or advise people; ability to evaluate technical data; ability to use a telephone and a mobile radio.

Language Ability and Interpersonal Communication: Ability to establish and maintain effective working relationships with other employees, elected and appointed officials, customers and the public.

Environmental Adaptability: Work is performed in a typical indoor office environment; noise level is usually quiet

Special requirements:

(A) Must be bondable

(B) Must have a valid driver's license or the ability to obtain one

(C) Designation as notary public is desirable

(D) Obtain or Actively Working to Obtain Clerk Certification Through Iowa League of Cities.

(E) Must live within 30 minutes response time

(F) Employee shall not receive nor be eligible for overtime pay or compensatory time off. In recognition of the fact that the position may on occasion require more than forty (40) hours of work in a given work week, employee shall be allowed five (5) days of discretionary time off per year in addition to the normal vacation and holiday schedule.

Tools and equipment used: Typewriter, personal computer and server; 10-key calculator; phone; copy machine; fax machine.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee.

Employee's Signature

Department Head

Date

Date

The City of Carlisle is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.