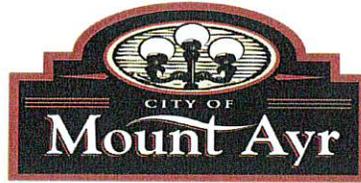


200 South Taylor Street  
Mount Ayr, Iowa 50854

*THIS INSTITUTION IS AN EQUAL  
OPPORTUNITY EMPLOYER.*



PH: 641-464-2402  
Fax: 641-464-2499

*ESTA INSTITUCION ES UN  
PROVEEDOR DE INIGUAL  
OPORTUNIDAD.*

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Mount Ayr, Iowa, was founded in 1875. The City of Mount Ayr is the County seat of Ringgold County, situated in southwest Iowa. A town of approximately 1,600 residents. The Mount Ayr Community School District is in Mount Ayr. The school district serves some 4,200 residents who live in Ringgold and Taylor Counties. See the link below:

[https://www.mtayrschools.org/apps/pages/index.jsp?uREC\\_ID=1277322&type=d&pREC\\_ID=1527385](https://www.mtayrschools.org/apps/pages/index.jsp?uREC_ID=1277322&type=d&pREC_ID=1527385)

Mount Ayr is also home to Ringgold County Hospital and Mount Ayr Community Health Clinic which serves the Ringgold County community and surrounding area. Entertainment and recreation past time, Mount Ayr is blessed with the Princess Theater, Lucky Lanes Bowling Alley, Mount Ayr Golf and Country Club, a municipal airport, and a public lake (Loch Ayr Lake). Mount Ayr has two city parks: Judge Lewis Park is the largest which has a walking trail, three playgrounds, three baseball/softball diamonds and a tennis/basketball court combo, and a new outdoor swimming pool to begin construction summer 2024. Also serving Mount Ayr is a Carnegie Library that has served the community for over 100 years.

The City of Mount Ayr is seeking a Full-Time City Clerk and general duties would be, but not limited to the general duties would be, but not limited to: develop and administer the City budget with assistance of the city administrator; direct the forecast of funds needed for staffing, equipment, materials and supplies; coordinates the scheduling of budget meetings; ensures compliance with all legal and procedural requirements; submit annual operating and capital budget to Mayor and City Council; implement midyear adjustments; Supervises the preparation, assembly, and distribution of City Council Agenda packets, Attends City Council meetings; records action and finalizes official minutes, Codifies and distributes City Council resolutions, ordinances, and minutes, performs payroll, general ledging accounting, and bank reconciliation. May be required to work evenings and/or irregular work hours.

Please submit application and references to Brent Wise at 200 S Taylor St. Mt. Ayr, Iowa 50854 by 4 PM Thursday, April 25. Contact number for city hall 641-464-2402.



## City of Mount Ayr Position Description

<b>Job title</b>	City Clerk	FLSA category: Non-Exempt
<b>Reports to</b>	City Administrator	

### Job purpose

Performs highly responsible administrative support for Administration, including supervising the preparation and maintenance of public records, interpreting and applying code requirements and explaining them to others.

The work is performed under the direct supervision of the City Administrator, but considerable leeway is granted for the exercise of independent judgment and initiative.

### Duties and responsibilities

- Develop and administer the City budget with assistance of the city administrator; direct the forecast of funds needed for staffing, equipment, materials, and supplies; coordinates the scheduling of budget meetings; ensures compliance with all legal and procedural requirements; submit annual operating and capital budget to Mayor and City Council; implement midyear adjustments.  
Supervises the preparation, assembly, and distribution of City Council Agenda packets.
- Attends City Council meetings; records action and finalizes official minutes.
- Codifies and distributes City Council resolutions, ordinances, and minutes.
- Assists the Mayor and City Council with strategic and long-range planning for the City participates in planning efforts at the local and regional level; keeps the Mayor and City Council apprised of developments at the state and federal level that affect the City; monitors pending legislation for impact on the City; oversee compliance with new legislation.
- Maintains, updates and enforces city-wide records retention schedules, policies and procedures.
- Maintains and updates the official City Code book.
- Manages city-wide digital and hard copy records storage systems, including records filing and retrieval and annual audits of off-site physical file storage for legal retention requirements.
- Maintains current knowledge of new trends and innovations in the field of records management.
- Responsible for the processing and completion of Freedom of Information Act requests.
- Responds to requests for information from various City departments, the public and the media.
- Referring customers to the appropriate departments and agencies.
- Assist customers in special events applications.
- May be required to work evenings and/or irregular work hours.
- Performs other related duties as assigned.

### Qualifications

Associate degree in business administration and four years of diversified office experience; or an equivalent combination of training and experience.

### Knowledge and Skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and possess the ability to solve practical problems tactfully and positively in situations where ambiguity exists. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions of this position.

**Comprehensive Knowledge in:**

- Solving practical problems and dealing with a variety of variables in situations where limited standardization exists.
- City policies and local and state code requirements.
- Understanding of workflows to not violate laws.

**Considerable Knowledge of:**

- Administrative principles, public relations practices, customer service and providing a full range of administrative services including the use of discretionary judgment in dispensing information and de-escalation.
- Interpreting and applying code requirements and explaining them to others.
- The use of good judgment in making decisions in accordance with local ordinances and state laws.

**Good Knowledge of:**

- Interpreting a variety of instructions furnished in written, oral, diagram or schedule form.
- Contemporary information technology, including website content creation and social media.

**Comprehensive Skill in:**

- Reading, analyzing and interpreting procedures and/or governmental regulations.
- Ability to create business correspondence and website and social media content.
- Ability to effectively present information and respond to questions from individuals, groups, government officials and the general public.
- Ability to effectively communicate special event criteria to the customer and coordinate with responsible parties as needed.

**Considerable Skill in:**

- Understanding policies and procedures of the City; ability to understand and interpret pertinent policies and procedures clearly and accurately.
- Establishing and maintaining effective working relationships with supervising personnel, co-workers, subordinates, the media, representatives from all levels of government, civic organizations, business professionals and the general public.

**Certifications:**

- Obtain Certified Municipal Clerk Certification (within 4 years)
- Obtain Certified Municipal Finance Officer (within 6 years)