



GRIMES SEEKS CITY CLERK

The City of Grimes seeks organized and motivated applicants to join its team in a reimagined City Clerk position. This is a position that will report to the City Administrator to provide input and support for policymaking, official communications, and related functions in the City Administrator's office. The City Clerk will also manage the statutory City Clerk functions under Iowa law, including certification with all formal requirements for agendas, meetings, minutes, and publications.

While the position includes core City Clerk functions, including managing all formal governmental meeting agendas, minutes, and complying with official certification, publication, and communication requirements, top candidates should be highly organized with an aptitude for legal and policy issues and the vision and aptitude to leverage technology for complex recordkeeping and communication. The hiring range is \$37.94 to \$40.76/hour, or the first quartile of the full compensation range. Exceptions can be made for the most exceptional candidates, based upon qualifications and experience.

Special Requirements

A post-offer background check is required. For consideration, submit a completed application, resume, and cover letter to the City of Grimes website: <https://www.grimesiowa.gov/Jobs.aspx>

Materials will be reviewed as they are submitted. The deadline for submitting applications is **11:59 P.M., Sunday, May 19, 2023.**

City of Grimes Job Description
Council Approval:

Title: City Clerk

Department/Location: City Administrator's Office/City Hall

FLSA/Pay Status: Hourly

Hourly/Annual Pay: Hiring range of \$37.94 - \$40.76

Reports to: City Administrator

Position Overview:

Under the general supervision of the City Administrator, the City Clerk performs the functions defined under Iowa law and the City's municipal ordinance and is responsible for administrative management of all meetings of the Mayor and City Council, maintains all official documents and records of the City, and serves as the official custodian of City records. The City Clerk also provides essential administrative support to the City Administrator, including managing the scheduling and communication functions of the City Administrator's office.

Essential Functions:

(Description of Duty: Do not include if less than 5% of time unless essential. Be specific without giving explicit instructions on how to perform. Use accurate adjectives and only duties current to the position.)

Conducts policy and legal research and analyzing laws, regulations, and other legal or regulatory resources to assist preparing reports, policy documents, resolutions, or other municipal communications or records.

Acts as custodian of municipal records, including maintaining records, updating, certifying, codification, public records requests, and other recordkeeping tasks related to legal and regulatory requirements.

Processes City liquor licenses; cigarette, peddler, and transient merchant permits; and pet licenses.

Schedules and attends governmental meetings (including evening City Council meetings); takes votes and records minutes; prepares agendas and supporting meeting materials, including legal posting/publication requirements; prepares and attests to ordinances, resolutions, and minutes of official proceedings; and complies with required certification or publication requirements.

Facilitates risk management policies, including property and casualty insurance, incident reporting, long-term planning, in coordination with Department Directors and other leadership staff.

Provides high-level administrative support and assistance to the City Administrator and/or other assigned leadership staff.

Performs other related duties as assigned.

Periodic duties include: performing statutory functions for City elections, including City office candidates and coordinating with County in municipal elections; maintains current records and provides notifications regarding appointees to Boards and Commissions; manages and oversees census and special census proceedings for the City of Grimes.

Qualifications:

Any combination of education or work experiences that would include or equate to the following: associate's degree in Business, Business Administration, Public Administration, Law and Policy, or related fields, bachelors preferred. Five years or more experience in administering or maintaining complex and multifaceted administrative systems or processes, or experience as an executive assistant, board secretary, paralegal, management or policy analyst, or similar role. Certified Clerk or ability to obtain within 3 years of hire. Public sector experience preferred but not required.

Licenses/Certifications:

Valid Iowa drivers' license.

Skills:

Demonstrated proficiency in Microsoft suite computer software or adequate equivalent aptitude, including word processing, spreadsheets, email, databases and internet research. Ability to take initiative, work independently and provide problem-solving skills to a broad range of City employee, public, and official inquiries related to the City's business.

Knowledge:

Modern office technology including MS Office, Outlook, Forms, Excel, Word and similar, with preference given to demonstrated proficiency in or aptitude in using technology to solve complex problems. Principles and procedures for record keeping, and knowledge of postage machines, calculators, multi-line telephone, photo-copier/printer/scanner.

Working Conditions and Physical Requirements:

Mostly sedentary office work with occasional light work requirements to lift or carry up to 25 pounds.

Ability to speak, hear, and see to share information, receive instructions, and complete tasks using a computer screen and typical office equipment including printers/copiers, telephones and similar, with or without modifications.

Ability to function productively in a standard office environment accessing cabinets, shelving, work areas.

The City of Grimes is an Equal Opportunity Employer. This job description reflects the administration's assignment of essential functions, and nothing herein restricts the administration's right to assign duties and responsibilities to this job at any time. This job description is not a contract for employment.