

Elk Run Heights Position Description

Position Title: City Clerk	Department: Administration
Reports to: Mayor, Council	Supervises: Deputy City Clerk
FLSA Status: Exempt	Dates Revised: 10/20

Position Summary

- Plans, organizes, provides oversight to and participates in all City Clerk functions as delineated in the Elk Run Heights Municipal Code and Code of Iowa

Essential Duties and Responsibilities

- Wait on customers, provide information.
- Answers phone and handle complaints or forward to appropriate party.
- Prepare quarterly utility billing.
- Receipt utility payments.
- Handle new customer move-ins, collecting utility deposits.
- Handle customer move-outs.
- Deal with delinquent accounts and assure payments.
- Prepares City Council agenda packets, including coordinating and reviewing agenda material, finalizing agendas, overseeing distribution of the packets.
- Attend council meetings.
- Perform research for Mayor and council as directed.
- Prepares all monthly financial reports.
- Prepares resolutions and ordinances as needed.
- Prepares accounts payable and monthly bills.
- Performs follow-up activities resulting from Council meetings, including the transcription and publication of minutes, ordinances, resolutions, and any other public notices required by law.
- Post or publish public notices as required.
- Responsible for all account's receivables.
- Responsible for daily deposits.
- Prepares monthly bank reconciliation.
- Handles all banking transactions.
- Handle CD's and investments.
- Prepare/revise forms or contracts.
- Prepare Annual Financial report and file with state.
- Prepare Annual Road Use report and file with state.
- Prepare Urban Renewal Report and file with state.
- Processes applications for Iowa Beer and Liquor Licenses to comply with City ordinances and state regulations.
- Work with city engineer, city attorney and auditor.
- Maintain city website.
- Manage city email correspondence.
- Issues and maintains record of cigarette licenses and peddler permits.
- Supervises and maintains City official records.
- Oversees maintenance of the filing system.
- Oversees City's Municipal Code ensuring timely update and proper ordinance codification.
- Serves as the City's Election Official.
- Administers oath of City Council and maintains custody of City seal.
- Monitors contracts and other agreements. Schedule renewal process to ensure continued services.
- Perform secretarial duties for Planning & Zoning Commission and Board of Adjustments.
- Zoning Administrator.

- Prepare variance applications.
- Maintains records of meetings, schedule of meetings, and appointments to various boards and commissions.
- Maintains personnel records of all City employees; processes job classification changes and pay increases.
- Handle and process paperwork for new employees.
- Prepare and process payroll and payroll taxes.
- Verify time sheets and track PTO time.
- Prepare employee W-2's.
- Publish calendar wages for employees and elected officials.
- File 1099's.
- File annual motor fuel tax refund to IDOT.
- Prepares and file employee work injury reports with insurance company; files property, vehicle, and equipment insurance claims; file claims against the City.
- Prepares and posts the log summary of occupational injuries/illnesses.
- Prepare City budget.
- Assembles City budget and coordinates delivery to Department of Management and County Auditor.
- Recommends changes and assembles personnel policies and procedures.
- Picks-up and sorts the daily City Hall mail.
- Types letters and correspondence for Mayor's office; signs paperwork as needed.
- Attends safety committee meetings, prepares and distributes minutes, and maintains safety library.
- Prepare city newsletter.
- Responsible for community room bookings.
- Responsible for cleaning and stocking community room.
- Maintains Labor Law posters for the City.
- Assists Bonding Attorney with Bond Proceedings.
- Assists in the implementation and conversion of new operating systems.
- Oversees maintenance of and obtains fleet title and registration documentation.
- Oversees operations and maintenance contract for copier equipment.
- Ensures legal documents are sent to the City's Council and debt certified to County Auditor.
- Acts as Notary Public and performs related work as required.
- Assists Building Inspector; sending out permits, keeping of spreadsheet, prepare billing, and taking payments.
- Serves as Health Insurance Administrator.
- Issue pet licenses.
- Order and maintain office supplies.
- General Housekeeping.
- Oversees Deputy City Clerk.
- Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

Requirements

Knowledge, Skills, and Abilities

- Must have the ability to perform a variety of business office tasks and use a wide variety of procedures.
- Must exercise good judgment and be able to assemble and analyze data, handle office routines.
- Must be able to provide answers in response to many programs and services.
- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner.
- Must be able to communicate effectively using both written and oral methods.
- Must possess knowledge of Microsoft Word, Excel, Outlook, Power Point, and other software and have the ability to learn other software programs as needed.
- Must have good organizational skills.

Education and Experience

- Must possess High School Diploma or equivalent; Associate degree in office/secretarial program is preferred.
- Must complete the Municipal Clerk's Institute.
- Previous governmental experience preferred.
- Previous office/secretarial/accounting experience is required.
- Must possess and maintain a valid Iowa driver's license.

Physical, Mental, and Visual Effort

- Primarily required to sit, with occasional standing and walking.
- Regularly uses hands and fingers to operate basic office equipment, including computer, telephone, copier, and fax machine.
- Regularly communicates with customers and the public through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.

Working Conditions

- Primarily works in an office environment with controlled temperatures and limited exposure to loud noises or unusual smells.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The company reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, City of Elk Run Heights employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Elk Run Heights is to be considered "at-will".

Employee Acknowledgement

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: _____

Date: _____

Department Head: _____

Date: _____