

City of Van Meter
Job Description

Title: City Clerk

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

FLSA/Pay Status: Exempt (Non-Hourly) Full Time

Hourly/Annual Pay: \$63,000-70,000

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.

Essential Functions:

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 as defined by the City's policy, 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.

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; maintains current records and provides notifications regarding appointees to Boards and

Commissions; manages and oversees census and special census proceedings for the City of Van Meter.

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, Bachelor's 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 employees, 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, 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.

Please visit www.vanmeteria.gov to apply or send a request for additional information to info@vanmeteria.gov.