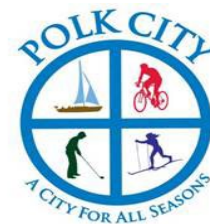


The City of Polk City is accepting applications for City Clerk. The City Clerk will provide customer service support to the residents and administrative support for the Mayor, City Council, and other city officials for the City of Polk City. Under the general direction of the City Manager, the City Clerk will participate in and coordinate daily related administrative responsibilities for the city. The City Clerk will also coordinate preparation and distribution of all city board and commission agenda and information packets and be responsible for taking minutes at public meetings.

The salary range for the position is \$76,091-\$106,014, with an expected starting wage between \$76,091-\$89,770, depending on qualifications. The position includes excellent benefits, paid time off, and is an IPERS covered position. Please submit resume, cover letter, and 3 references to Chelsea Huisman, City Manager at chuisman@polkcityia.gov. Electronic submissions are required. Email or telephone inquiries for the position may be directed to Chelsea Huisman at 515-984-6233. The first review of applications will take place on September 2, 2025. Position will remain open until filled. A copy of the job description can be found below.



City of Polk City

Title: City Clerk
Department: Administration
Status: Regular Full-Time
Reports to: City Manager
Supervises: None
Pay Grade: E2

POSITION FUNCTION:

Under general direction, participates in and directs and coordinates daily related administrative responsibilities for the City in accordance with the Code of Iowa, the Code of Ordinances of the City of Polk City, and established procedures; attends Council meetings and records and maintains all official actions of the Council. Performs a variety of general office and public relation duties as outlined in this document.

DUTIES AND RESPONSIBILITIES:

1. Provides administrative support for the Mayor, Council and City Officials.
2. Coordinates preparation and distribution of all City Board and Commission agendas and distribution of information packets.
3. Attends all City Council meetings, unless excused, recording official minutes, preparing reports and maintaining official records; arranges for appropriate publication of City Council actions, plans and hearings and ensures the preparation and distribution of legal notices.
4. Attends all other City Board and City Commission Meetings as requested by management for recording of official minutes.
5. Ensures that all public records are properly maintained and secure, reviews all documents for retention, organization and related purposes.
6. Facilitates applications for plats, site plans and rezoning requests.
7. Prepare Ordinances, Resolutions and Proclamations so they can be executed, recorded, archived and distributed.
8. Responsible for the proper recording and certification of all ordinances and ongoing maintenance of the Code of Ordinances of Polk City. Also responsible for advising the City Council on needed updates to existing Ordinances.
9. Assists citizens by responding to inquiries and complaints and communicating with the appropriate departments to both alleviate complaints and follow-up with appropriate parties involved.
10. Maintains, processes, and updates utility billing accounts.
11. Issues all licenses and permits; including but not limited to: Beer, liquor, cigarette, all associated building permits, grading permits, variances/special exceptions, hauler, peddler, right-of-way permits and pet licenses and registrations.
12. Overseas the local election process including the receipt and processing of election papers.
13. Official Custodian of the City Seal.
14. Perform contract administration duties, assisting with bid openings and the awarding of contracts.

15. Authorizes rental agreements, manages room schedule and collects fees for all City rental facilities.
16. Manages the content and provides response to inquiries of the City website and social media pages.
17. Serve as a notary public.
18. Participates in the development and implementation of goals, objectives, policies, procedures, and priorities for the City.
19. Ability to establish and maintain effective work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public.
20. Aid City Officials as needed and as requested by the City Manager.
21. Adhere to all City policies and procedures.

Any duties assigned by the City Manager

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by the City Manager.

SKILLS AND ABILITIES:

Knowledge of the principles and practices associated with the organization and function of municipal government and public administration.

1. Working knowledge of principles and practices of municipal government.
 2. Ability to produce accurate correspondence, reports, forms and documents.
 3. Is bondable by the City of Polk City.
 4. Ability to maintain complex and confidential records and files consistent with City policy and practice and regulatory requirements.
 5. General knowledge of accounting functions, customer relations, capacity to plan and organize workflow.
 6. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.
 7. Possess good planning, organizational and scheduling skills.
 8. Maintain department records in an organized and orderly way.
 9. Use computers and related software applications.
 10. Communicates and maintains effective working relationships (both orally and written) with staff and citizens.
-

TRAINING AND EXPERIENCE:

1-3 years' experience and a minimum 2 year (associate degree) in General/Public Administration or Financial Management/Accounting. Acceptable combination of education and experience will be considered.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

1. Intermediate periods of standing, walking and sitting.
 2. Ability to lift up to 50 pounds.
 3. Frequent kneeling, crouching, reaching, handling, talking, hearing, near and far sight acuity.
-

OTHER NECESSARY REQUIREMENTS:

1. Valid Iowa driver's license
2. Certification as Certified Municipal Clerk (CMC) within 3-5 years of hire
3. Pre-employment drug testing and criminal background history check.