

City of Cumming Deputy Clerk Position Posting

Position Title: Deputy City Clerk	Department: Administration
Reports to: City Administrator/Clerk	Supervises: N/A
FLSA Status: Exempt	

The City of Cumming, Iowa is now accepting applications for a part-time Deputy City Clerk. The position will include training and skill-building to be considered for a future City Clerk position in the organization.

We are seeking a detail-oriented professional to join our team. Candidates with experience in city administration, accounting, customer service, office management, or bookkeeping are strongly encouraged to apply.

Position: Part-time Deputy City Clerk 20-25 hours per week with two (2) Monday evening Council meetings per month

Pay Range: \$19-\$24 per hour, depending on government, fund accounting or bookkeeping experience

Location: Cumming, Iowa City Hall

The ideal candidate will have:

- Experience in municipal government, bookkeeping, finance, banking, office coordination or public administration
- Strong organizational and communication skills both written and verbal
- The ability to work independently, prioritize time management and manage multiple responsibilities
- Proficiency with computers, office software, and financial systems
- Exceptional customer service skills when interacting with residents

Position Summary

- Cumming City Hall is a small office in a growing community. One full time City Administrator and this position make up the current staff. The City contracts with private sector service providers and local government partners to provide a full range of public services, including street maintenance, library, fire/ems, mowing and park maintenance, law enforcement, planning and development, engineering, public works and building inspection.

Essential Duties and Responsibilities

- Work directly with the public via in person office visits, email, and phone to respond to questions, concerns, yard waste and bulk item stickers and park facility rentals
- Coordinate with building inspection service provider on new residential and commercial permits, inspections, trade permits, and certificates of occupancy
- Coordinate with Des Moines Water Works, the City's water provider, and Waste Connections, the City's waste hauler, on establishing new accounts.
- Assist in preparation of City Council agenda packets, including gathering and reviewing agenda materials and distribution of the packets.
- Attend twice monthly Council meetings and take minutes of meetings
- Prepare monthly financial reports provided in Council meeting packet using Clerk Books software
- Prepare Council resolutions and ordinances as needed.
- Prepare accounts payable and monthly bills.
- Perform follow-up activities resulting from Council meetings in timely fashion, including the transcription and publication of minutes, ordinances, resolutions, and any other public notices required by law.

- Post or publish public notices as required.
- Prepare all accounts receivables.
- Prepare and conduct daily deposits.
- Prepare monthly bank reconciliation and handle all banking transactions.
- Prepare/revise forms or contract documents as directed
- Assist with preparation of annual City budget.
- Assist with preparation of Annual Financial report and file with state.
- Assist with preparation of Annual Road Use report and file with state.
- Assist with preparation of Urban Renewal Report and file with state.
- Assist with annual certification of Tax Increment Financing (TIF) for city debts and contract obligations
- Processes applications for Iowa Beer and Liquor Licenses and tobacco permits to comply with City ordinances and state regulations.
- Assist with maintenance of city website and social media
- Supervise and maintain official City records.
- Oversee maintenance of the filing system including paper records and scanning electronic documents
- Oversee City's Municipal Code ensuring timely update and proper ordinance codification.
- Serve as the City's Election Official and administer oath of office to Mayor and City Council
- Prepare and process payroll and payroll taxes, prepare employee W-2s and file 1099s
- Publish calendar wages for employees and elected officials.
- Pick-up and sort daily City Hall mail.
- Act as Notary Public and perform related work as required.
- Order and maintain office supplies.
- General housekeeping of small office
- 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

- Apply high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrate a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provide friendly, prompt customer service at all times, to both internal and external customers.
- Facilitate cooperation, trust, and teamwork with coworkers throughout the organization and outside service providers.
- Follow organizational policies and procedures with minimal supervision, and comply with all applicable local, state, and federal regulations as they relate to each job.

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 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 or minimum 3-5 years of experience in an office setting preferred.
- Opportunity to complete the Municipal Clerk's Institute and additional professional certification programs
- Previous governmental experience strongly preferred but will train the right candidate.
- Previous office/secretarial/accounting experience is strongly preferred.

- 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 use hands and fingers to operate basic office equipment, including computer, telephone, copier.
- Regularly communicate 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.

To apply

Please mail or email your resume, a brief introductory letter with work experience and 3-5 professional references to:

RITA CONNER
CITY ADMINISTRATOR
RCONNER@CUMMING.IOWA.GOV
OR
CUMMING CITY HALL
649 N 44TH STREET PO BOX 100
CUMMING, IOWA 50061