



Deputy Clerk / Administrative Assistant

The City of Dallas Center is seeking a collaborative and outgoing individual to join our team as Deputy Clerk / Administrative Assistant. This role is being filled following the retirement of a long-tenured predecessor and comes at a time of significant momentum, including the modernization of City Hall and major infrastructure expansions.

Position Overview

- Department: City Clerk's Office
- Employment Type: Full-Time, Non-Exempt
- Location: Dallas Center, Iowa
- Reports To: Finance Officer
- Schedule: Monday through Friday; occasional minimal-notice adjustments or evening meetings may be required based on operational needs.

Key Responsibilities

1. Customer Service & Office Support

- Act as a primary receptionist: answer phones, greet the public, and handle inquiries or complaints with confidentiality.
- Manage office logistics: maintain electronic/physical records, monitor supply inventory, and receive deliveries.
- Other administrative duties as assigned.

2. Utility Billing & Financial Systems

- Manage utility accounts for water, sewer, stormwater, and solid waste, including meter data maintenance and monthly billing.
- Process accounts receivable: record receipts, accept/post online and in-person payments, and prepare daily deposits.
- Prepare essential financial reports, including Unclaimed Property and Sales Tax Reimbursement reports.

3. Permits, Licensing, & Communications

- Permit Processing: Review and process applications for building, fence, and golf cart permits, including fee collection and documentation forwarding.
- Alcohol & Tobacco: Review new and renewal license applications for City Council approval and coordinate with the Iowa Alcohol and Beverage Division.

- **Public Outreach:** Help maintain the city website, manage social media platforms, and draft newsletter content.

Qualifications & Requirements

Education & Experience

- **Required:** High school diploma or equivalent.
- **Preferred:** Associate degree in business or a related field.
- **Experience:** At least two (2) years in municipal government or an equivalent combination of education and experience.

Certifications & Licenses

- **CMC Certification:** Must obtain Certified Municipal Clerk (CMC) status through IMFOA and/or IIMC within five years of hire.
- **Driver's License:** Must possess a valid driver's license.
- **Bondability:** The candidate must be bondable.

Essential Skills

- Proficiency in financial, database, and word processing software.
- Strong organizational skills to manage multiple workflows and deadlines.
- Excellent written and verbal communication for interacting with elected officials and the public.

Physical & Mental Demands

- **Physical:** Ability to lift up to 25 pounds occasionally and stand or sit for extended periods.
- **Mental:** Ability to perform accurately under moderate to high stress and adapt to changing procedures.

The City of Dallas Center is an equal opportunity employer and reserves the right to modify this job description to accommodate needs or legal requirements.

Review of applications will begin immediately and continue until the position is filled with an anticipated start date of March 2. Pay range is based on experience and qualifications from \$22-25/hr. If interested, please submit a resume and cover letter to John Cook, City Administrator at jcook@dallascenter.com.

For more information call City Hall (515) 992-3725.