

## Position Description

<b>Position Title:</b> Deputy City Clerk	<b>Department:</b> Administration
<b>Reports to:</b> City Clerk	<b>Supervises:</b> None
<b>FLSA Status:</b> Exempt	<b>Dates Revised:</b> 02/26

### **Position Summary**

- Provides secretarial/administrative support to the Mayor and City Clerk. Acts as the City Clerk in his/her absence.
- Part-time

### **Essential Duties and Responsibilities**

- Responsible for relieving the City Clerk of routine daily work, as needed and as assigned.
- Responsible for filing.
- Responsible for quarterly utility billing.
- Handle new customer move-ins, collecting utility deposits.
- Handle customer move-outs.
- Responsible for daily receipting.
- Responsible for daily deposits.
- Assists City Clerk in preparing City Council agenda packets.
- Assists City Clerk in ensuring publication of minutes, ordinances, and any other public notices required by law.
- Assists City Clerk in maintaining records of meetings.
- Answers routine questions by phone and in person; directs special requests to appropriate party.
- Picks-up and sorts the daily City Hall mail.
- Assists in maintaining office supplies.
- Issue pet licenses.
- Type's letters and correspondence.
- Process materials such as letters, memos and reports.
- Respond to customers emails.
- Utilizes personal computers, common business equipment, and various software applications as they pertain to each job.
- Responsible for community room bookings.
- Responsible for cleaning and stocking community room.
- Performs other duties as needed.

### **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, supervisors, and other employees 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.

## **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.

### *Education and Experience*

- Must possess High School Diploma or equivalent
- Previous office/secretarial experience, preferred
- Must possess and maintain a valid Iowa driver's license.
- Previous experience with city government preferred

### *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: \_\_\_\_\_