



City of Carlisle, Iowa  
Invites applications for the position of:

City Clerk

**WAGE RANGE:** \$50,000.00-\$60,000.00 Depending On Qualifications

**OPENING DATE:** June 10, 2026

**FIRST REVIEW OF APPLICANTS:** June 24, 2026

**About the Community:** Carlisle, Iowa, is a growing community of 4,160 residents located adjacent to Des Moines southeast side. More information on the community is available at [www.carlisleiowa.org](http://www.carlisleiowa.org)

Carlisle is a full government service community with seven departments including City Hall/Finance, Fire/EMS, Police, Library, Public Works, Parks & Recreation, and Municipal Electric. City Hall is made up of the City Administrator, City Clerk, Financial Manager, and Utility Billing Clerk. This active department oversees many of the administrative and financial functions for the City, including accounting, bookkeeping, accounts receivable, accounts payable, payroll, human resources, utility billing, permitting, economic development, and cemetery. The City has recently updated its Comprehensive Plan and is working on strategic implementation of that plan. The City Clerk position is an integral part of the City's staff that provides an opportunity to work in a fast-paced, ever-changing public environment while providing essential services for the City that support all functions of the organization.

**INFORMATION:** The City of Carlisle is accepting applications for City Clerk. Interested candidates should send resume, cover letter, and a professional writing sample.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Under the direction of the City Administrator, serves as the City's official records custodian and municipal clerk. Coordinates City Council meetings and public notices, maintains official records, ordinances, and licenses, supports elections and cemetery operations, and assists with personnel, financial, and administrative functions.

The ideal candidate is organized, detail-oriented, customer-focused, and able to manage multiple priorities while working effectively with elected officials, staff, and the public. City Hall is an active office with numerous patrons and customers throughout the day and a widely diverse workflow throughout the year.

**ENTRY REQUIREMENT AND SKILLS:** Graduation from a college or university with a associate's degree in business, public administration, financial management/accounting or other related field, and one (1) to three (3) years of related experience; or any equivalent combination of education and progressively responsible experience; and must have the ability to be bonded and be available for off-hour work assignments, meetings, and activities. Certified Municipal Clerk designation is preferred.

**HOW TO APPLY:** Applicants should submit a resume and cover letter specifying interest to City of Carlisle, Attn: Deven Markley, 100 North 1<sup>st</sup> Street, Carlisle, Iowa 50047. Professional writing sample can include professional documents, letters, email, or other correspondence highlighting the applications written communication skills. Please include current mailing address, phone number(s), and e-mail address. The City of Carlisle is an equal opportunity employer.

# City Clerk Duties Overview



## Job Description Job Description & Specifications

**Job Title:** City Clerk

**Reports To:** City Administrator

**Department:** City Hall (Administration)

**FLSA:** Non-Exempt

**Union Status:** Non-Union

**Date:** June 8, 2026

**Residency Requirement:** None

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### **Job Function:**

Performs professional administrative and municipal clerk duties in support of City operations, the City Council, boards and commissions, and the public. Maintains official City records, coordinates public meetings and notices, supports administrative operations, and assists with personnel and financial processes. Performs a variety of general office and public relation duties as outlined in this document

### **Essential Duties and Responsibilities**

**The following duties are typical for this position, but are dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

1. Provides administrative support for the Mayor, Council and City Officials.
2. Maintains official City records, ordinances, resolutions, contracts, and related documents.
3. Attends City Council meetings; assists with preparing agendas, records minutes, arranges for appropriate publication of City Council actions, plans, and hearings, and ensures the preparation and distribution of legal notices.
4. Prepares and coordinates ordinances, resolutions, minutes, notices, and proclamations so they can be executed, recorded, archived and distributed.
5. Responsible for the proper recording and certification of all ordinances and ongoing maintenance of the Code of Ordinances of Carlisle. Also responsible for advising the City Council on needed updates to existing Ordinances.
6. Maintains records retention systems and responds to public records requests.
7. Coordinates meeting materials and recordkeeping for boards, commissions, and committees; attends meetings as assigned by City Administrator.

8. Issues licenses, permits, and cemetery records; including but not limited to beer, liquor, cigarette, variances/special exceptions, hauler, peddler, mobile food vendor, right-of-way.
9. Coordinates cemetery operations, records, and board support.
10. Assists with employee records, onboarding, benefits administration, and related personnel functions.
11. Coordinates insurance claims and related administrative records.
12. Assists with purchasing, payroll, accounts payable, utility billing, and other financial processes to ensure segregation of duties within the department.
13. Prepares or assists with preparation and filing of required state and federal reports.
14. Coordinates administrative support functions across City departments.
15. Oversees the local election process including the receipt and processing of election papers.
16. Communicates City policies, procedures, and public information; including assisting with maintenance of the city website and social media pages.
17. Oversees front desk operations and customer service activities; including any part-time city hall office staff and interns.
18. Uses municipal software, Microsoft Office, and standard office equipment.
19. Recommends improvements to office procedures and administrative processes.
20. 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.
21. Aid City Officials as needed and as requested by the City Administrator.
22. Adhere to all City policies and procedures

**Entry Requirements and Skills:**

- Associate's degree in business, public administration, financial management/accounting, or a closely related field, and
- One (1) to three (3) years of related experience; or related work, or an equivalent combination of education and experience
- Working knowledge of laws, ordinances, and procedures pertaining to municipal government practices is required.
- Certified Municipal Clerk designation is preferred.

**Required Special Qualifications:**

- Must be available for off-hour work assignments, meetings, and activities.
- Ability to perform a wide variety of duties with accuracy and efficiency under time-sensitive deadlines.
- Ability to handle confidential information with professionalism, discretion, and sensitivity.
- Ability to work effectively with minimal direct supervision and exercise sound independent judgment.
- Strong oral and written communication skills.
- Excellent interpersonal and customer service skills.
- Strong problem-solving abilities, initiative, and attention to detail.
- Ability to concentrate and remain effective in a diverse and fast-paced work environment.

- Demonstrated time-management and organizational skills.

**Required Licenses and Certificates:**

- Valid Iowa Driver's License
- Ability to be bonded

**The City of Carlisle is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential reasonable accommodations with the employer.**