

City Clerk

JOB PURPOSE

Under the general direction of the City Administrator, the City Clerk is responsible for planning, organizing, directing, and managing the official records and documents of the City; facilitating all activities associated with the City Council's legislative process; ensuring proper legal compliance of municipal proceedings, notices, and publications; and providing administrative support to City leadership.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Prepares City Council agenda, official notices and publications; monitors staff reports and edits same for compliance with legal procedures and Council protocols; compiles and publishes agenda packet including items to be reviewed and acted upon during the Council meeting. Attends regular and special Council meetings, operates A/V equipment, and prepares the minutes following the meeting. Maintains Council Chambers technology and agenda management software.
- Prepares or assists with the preparation and formatting of resolutions, ordinances, legal notices, and other official documents in coordination with the City Administrator, City Attorney, and appropriate departments.
- Authenticates, attests, certifies, and obtains required signatures on ordinances, resolutions, contracts, agreements, deeds, easements, bonds, and other official City documents; coordinates recording, filing, distribution, and publication as required by law.
- Maintains the City Code and coordinates updates and codification as needed. Maintains and safeguards all ordinances, resolutions, contracts, and other official City documents. Serves as custodian of official City documents and public records; ensuring compliance with legal requirements regarding public notices, publications, and posting of city business.
- Provides guidance to City departments, boards, and commissions regarding compliance with Iowa Open Meetings and Open Records laws and coordinates training as appropriate.
- Coordinates and manages all public records requests, ensuring compliance with state and local public records laws and regulations. This includes analyzing, processing, and responding to requests in coordination with city departments, acknowledging receipt, estimating costs, and notifying requestors of applicable fees and timeframes. Maintain knowledge of statutory and regulatory developments related to public records, train staff as appropriate, and regularly review policies and procedures for process improvement.
- Administers and manages the City's records management program, including developing and implementing procedures for records retention, retrieval, and disposal, and preserving official city documents. Ensures accurate and up-to-date filing, indexing, and tracking of all city records.
- Oversees the processing, issuance, and renewal of municipal licenses and permits including Special Events, alcohol, tobacco/vape/nicotine, solicitor, massage permits. Reviews applications

for completeness, verifies compliance with ordinances, regulations, and policies; and maintains organized records of all licenses and permits issued.

- Collaborates with County officials as necessary for municipal election processes in accordance with the Iowa Code.
- Provides administrative and project support to the City Administrator and Assistant City Administrator, including special projects, correspondence, scheduling, research, meeting coordination, preparation of presentations and meeting materials, conference and travel coordination, follow-up tracking, customer service, and other administrative assignments.
- Coordinates the appointment process for City boards, commissions, committees, and outside organizations, including recruitment and receipt of applications, tracking terms and vacancies, preparing appointment materials, notifying appointees, and maintaining current membership rosters.
- Attend meetings of committees, boards, and commissions as directed by the Council or the City Administrator.
- Receives and maintains official bids, proposals, petitions, claims, and other formal submissions to the City as required by law or City policy and assists with bid openings as assigned.
- Prepares proclamations, certificates, correspondence, and other ceremonial or official documents for the Mayor, City Council, and City Administrator as assigned.
- Performs other duties and responsibilities as assigned by the City Administrator.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Iowa laws applicable to municipal government, including open meetings, public records, municipal elections, records retention, publication requirements, and the statutory duties of the City Clerk..
- Strong ability to prepare and maintain detailed official records and minutes.
- Excellent organization, accuracy, and attention to detail, and the ability to perform a variety of duties with accuracy and speed while adhering to legal and sensitive deadlines.
- Ability to read and interpret the Code of Iowa, Johnston Municipal Code, resolutions, ordinances, legislation, policies, license and permit applications and contracts.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality.
- Ability to exercise considerable independent judgment in the performance of assigned duties.

QUALIFICATIONS

- Bachelor's degree in public administration, business administration, or related field; or any combination of education and experience sufficient to perform the essential duties.

- Five (5) years of progressively responsible experience in municipal government, public administration, executive or administrative support, records management, or a related field, preferably in a municipal or government setting.
- Completion of Municipal Clerks' Institute (three-year program) within five years of appointment.
- Valid Iowa driver's license or ability to obtain one.

PHYSICAL & WORKING CONDITIONS

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform routine office duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in a normal office environment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform office duties.
- Work performed in an office environment subject to frequent interruptions.

Equal Opportunity Employer

This job description is intended to describe the basic functions, duties, and responsibilities of the position. It is not intended to be an exhaustive list of all duties or requirements.