Now Hiring: City Clerk

Job Title	City Clerk
Department	Administration
Classification	Exempt
Reports To	City Administrator

Apply At Windsorheights.org

Wage and Benefits Summary:

Hiring Wage Range: $83,700 -$100,000

Benefits Information: IPERS and healthcare benefits. See final page below for details.

Position Summary

The City Clerk is responsible for administering the City's official records, legislative processes, public notices, and other statutory duties established by the Iowa Code and Chapter 18 of the Windsor Heights Code of Ordinances.

The position supports the City Council, City Administrator, and other departments through records management, public communications, financial administration, human resources support, and coordination of municipal operations. The City Clerk ensures the accuracy, accessibility, and legal compliance of official City records and proceedings while providing responsive service to residents, elected officials, and City staff.

Essential Duties and Responsibilities

City Council and Legislative Administration

- Coordinates preparation of City Council agendas, meeting packets, resolutions, ordinances, and supporting materials.
- Attends regular and special City Council meetings, records proceedings, prepares official minutes, and maintains accurate records of Council actions.
- Ensures compliance with applicable requirements for public notices, publications, meetings, ordinances, and other official City actions.
- Authenticates, certifies, signs, seals, and attests to official City documents, including resolutions, ordinances, contracts, deeds, easements, bonds, and other legal instruments as required.
- Coordinates administrative support for City boards, commissions, and committees in cooperation with the City Administrator.

Records Management and Regulatory Compliance

- Serves as custodian of official City records and documents, ensuring appropriate organization, retention, accessibility, and disposal in accordance with applicable laws.
- Maintains official records of ordinances, resolutions, contracts, agreements, permits, licenses, and other municipal documents.
- Coordinates responses to public records requests and assists residents, staff, and other interested parties in accessing public information.
- Maintains records associated with municipal bond issuances, including proceedings, official statements, disclosures, and debt service schedules.
- Assists with the issuance, documentation, and maintenance of permits and licenses as authorized by the City.
- Supports compliance with applicable federal, state, and local laws, ordinances, and City policies.
- Assists with the administrative coordination of capital improvement projects, including contracts, Council proceedings, project documentation, public communications, and financial records.

- Maintains the confidentiality and security of protected and sensitive information.

Public Communications and Customer Service

- Coordinates implementation and maintenance of the City's Council-approved communications strategy.
- Prepares and/or supports distribution of City newsletters, public service announcements, informational mailings, social media content, and other public communications.
- Assists departments with maintaining accurate, current, and accessible information on the City's website.
- Supports the promotion and communication of City programs, projects, services, and community events.
- Responds to public inquiries, concerns, and complaints, coordinating with appropriate departments to ensure timely follow-up and resolution.
- Promotes professional, courteous, and responsive interactions with residents, businesses, elected officials, and community partners.

Financial Administration

- Assists the Finance Director and City Administrator with financial administration, budgeting, reporting, and internal controls.
- Assists with the annual financial audit, including coordination with the City's independent auditing firm.
- Receives municipal construction bids and assists with public bid openings.
- Performs designated Finance Director functions consistent with applicable internal controls and segregation of duties.

Human Resources

- Supports human resources administration, including employee onboarding and offboarding, personnel records, benefits administration, and employee inquiries.
- Assists with administration and monitoring of employment-related agreements, policies, and procedures.
- Maintains confidential personnel information in accordance with applicable law and City policy.

Administrative and Organizational Support

- Assists with maintaining administrative systems, software, electronic records, and office equipment in coordination with appropriate staff and service providers.
- Supports the development, implementation, and improvement of administrative policies, procedures, and organizational processes.
- Participates in professional development opportunities to remain informed of changes in municipal administration, finance, technology, and applicable laws.
- Collaborates with City departments, elected officials, contractors, and external organizations to support effective municipal operations.
- Responds to occasional responsibilities outside regular business hours, including evening meetings and other City activities.
- Performs other related duties as assigned by the City Administrator.

Supervisory Responsibilities

This position does not have direct supervisory responsibilities but may coordinate work and provide guidance to other employees in carrying out assigned administrative functions.

Required Knowledge, Skills, and Abilities

- Knowledge of municipal government operations, public administration, and applicable local, state, and federal laws.
- Knowledge of public meeting requirements, public records laws, records retention, and municipal legislative procedures.
- Strong organizational skills and attention to detail, with the ability to maintain accurate records and manage competing deadlines.
- Excellent written and verbal communication skills, including the ability to prepare professional correspondence, reports, meeting minutes, and public communications.
- Proficiency in Microsoft Office applications, electronic records systems, and other office technology.

- Ability to interpret and apply laws, ordinances, policies, and administrative procedures.
- Ability to handle confidential and sensitive information with discretion and sound judgment.
- Strong interpersonal and customer service skills, including the ability to communicate effectively with residents, elected officials, employees, and external partners.
- Ability to work independently, exercise initiative, adapt to changing priorities, and contribute effectively in a team environment.
- Ability to remain professional and effective under pressure and manage interruptions while meeting deadlines.
- Ability to develop and maintain productive working relationships and contribute to a collaborative organizational culture.

Education, Experience, and Other Requirements

Required Qualifications

- Associate degree in Accounting, Finance, Business Administration, Communications, Public Administration, or a related field. Relevant college coursework and/or municipal government experience may be considered in lieu of formal education at the discretion of the City Administrator.
- Minimum of two years of related municipal government experience.
- Proficiency with Microsoft Office applications and the ability to learn and utilize municipal financial and administrative software.
- Ability to meet applicable bonding requirements.
- Ability to obtain Certified Municipal Clerk (CMC) designation within three years of appointment.
- Ability to obtain a Notary Public commission within six months of appointment.

Preferred Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field.

- Certified Municipal Clerk designation.
- Five or more years of related municipal government experience.
- Experience in communications, including public engagement, written communications, and digital media.

Tools and Equipment

Regular use of computers, office software, financial and records management systems, telephones, printers, copiers, scanners, postage equipment, and other standard office technology.

Work Environment and Physical Requirements

Work is performed primarily in a professional office environment, with occasional attendance at meetings, public events, project sites, and other City facilities.

The position generally requires:

- Prolonged periods of sitting, standing, and working at a computer.
- Frequent use of hands and fingers to operate office equipment and perform administrative tasks.
- Occasional walking, bending, reaching, kneeling, and other physical movements.
- Ability to lift and move materials weighing up to 20 pounds, with occasional assistance required for heavier items.
- Sufficient vision, hearing, and communication abilities to perform assigned duties, with or without reasonable accommodation.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

General Statement

This job description is intended to describe the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, qualifications, or working conditions.

Benefits Information

Paid Time Off: Employees, unless otherwise specified in a bargaining agreement, shall accrue PTO leave on a bi-weekly basis according to the following schedule:

Years of Service	Full-Time Employees
1-5	6.78 hours
6-10	8.27 hours
11-20	9.84 hours
21+	11.38 hours

Holidays:11 paid holidays (New Year's Day, New Years Eve, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day) and three floating holidays.

Life Insurance: The City provides employees with life insurance coverage equivalent to their annual base salary. Employees may purchase additional voluntary life insurance for themselves, their spouse, and their children.

Long-Term Disability: The City provides Long-Term Disability Coverage for each full-time employee.

Health Insurance: The City currently contributes 85%+ toward the employees' elected premiums for a Wellmark healthcare plan.

Dental/Vision Insurance: The City contributes towards employees' dental and vision coverage.

Flexible Spending Account (FSA): Employees may elect to participate in an FSA for Health Care, limited FSAs, and Child and Dependent Care Expenses. The IRS sets the maximum contribution limits annually.

Retirement:

- Iowa Public Employees' Retirement System (IPERS): The State of Iowa sets mandatory contributions for both employees and employers annually.
- Deferred Compensation: Full-time employees can make voluntary contributions to a 457(b) Deferred Compensation retirement plan.

Paid Parental Leave: Eligible employees may take up to 160 hours of paid parental leave.

Fitness Room: 24/7 use of the Public Safety Building fitness room, available to employees and their spouses.

Please contact HR for more specific information.