

TITLE: City Clerk/Administrator

DEPARTMENT: City Clerk's Office

LOCATION: Conrad, IA

POSITION REPORTS TO: Mayor, City Council

SUPERVISORY RESPONSIBILITIES: Janitor, Recycling Staff, City Clerk Substitute

POSITION FUNCTION: Oversee all administrative functions of the City; Perform all reporting and recording functions as required by Iowa Code; Assist Mayor in any of the Mayor's duties as requested; Assist elected officials as needed; Serve as liaison between City government and citizens; Ensure that City Clerk's Office operates efficiently and effectively.

MAJOR RESPONSIBILITIES:

Essential Tasks:

1. Ensures that council directives and approved operational policies of the city are enforced, executed, or delegated for compliance. Recommends to Council such measures as deemed necessary or expedient for the good government and welfare of the City. -
2. Personnel- Provides work direction for Janitor, Recycling Staff, and City Clerk Substitute. Consults with other city employees to assist in prioritizing work items, resolving problems, and communicating needs and activities of the city. Participate in interviewing full-time and part-time personnel as requested by Mayor or the Personnel Committee.
3. Mayor & City Council –Regularly communicates with and reports problems and needs to the mayor and council. Prepares and distributes city council meeting agenda packets including any instructional or information supplements, attends all council meetings unless excused in advance by the Mayor, takes minutes, oversees proper procedures, performs research as requested, recommends actions as necessary, and maintains necessary confidentiality.
4. Customer Service - Coordinates the investigation and resolution of complaints or inquires by the public, accepts payments, and forwards messages when necessary.
5. Financial –Keeps Mayor and Council fully advised of the financial conditions of the City. Maintains and provides monthly financial reports for City Council, Library Board, Park Board, Fire Department, B-CERT, Museum Board and causes accurate records to be kept by modern and efficient accounting methods. Administers the collection and distribution of funds upon council's approval of invoices. Completes year-end financial reports for all State and Federal Agencies.

6. Annual Budget – Works with Council, Finance Committee,-and all city departments to prepare and file with the Department of Management and County Auditor an annual budget including the certification of taxes as required by law. Monitors spending throughout the year.
7. Payroll - Calculates hours from timecards, performs data entry, generates payroll checks, fulfills monthly, quarterly and annual reporting requirements including federal taxes, unemployment, FICA, medicare, retirement and job service.
8. Utility Billing - Manages all aspects of utility billing including customer accounts, billing, and receipting of payments. Periodically evaluates utility rate fees and recommends adjustments to council as necessary.
9. Property- Monitors the upkeep of city property and city owned facilities and ensures adequate insurance coverage is maintained.
10. Word Processing - Types correspondence, meeting agendas and minutes, code changes, resolutions, ordinances and public notices as needed.
11. Project Management- Maintains and records all proceedings for special projects, including specifications, bids, contracts, bonds, progress reports, preliminary and final plats. Records and arranges for project financing at the instruction of the City Council.
12. Boards and Commissions – Assists Council in making recommendations to boards and commissions about planning, activities, and the execution of its policies and programs as agreed on. Schedules board and commission meetings as necessary, prepares public hearing notices and causes to be published when required, informs members of meetings, files and keeps appropriate documentation in regards to decisions made, prepares research as requested by boards and commissions. Serves as official secretary for Board of Adjustment.
13. Ensures proper public notice requirements are followed including posting agendas and other notices and submitting publications as required by Iowa code.
14. Web Master –Develops and maintains the city’s web site. Authorizes administrative rights on web site to appropriate departments as necessary.
15. Ensures proper record retention pursuant to regulatory requirements and space limitations.
16. Manage City investments - Records interest earned, tracks maturity dates and rates, recommends investment alternatives and terms.
17. Evaluates, develops, and updates operating policies and procedures to ensure city affairs are conducted in a modern and efficient manner.

18. Supervises city code enforcement and execution, and necessary revisions.
19. Coordinates communication between City departments.
20. Effectively evaluates services and operations and consults with mayor, city council, and city staff regarding changes, improvements, and long-range goals.
21. Attends a variety of meetings and acts as city's representative to officials of other municipalities, federal and state agencies, and the public.
22. Keeps track of terms for all elected and appointed City personnel; accepts nomination papers as required by Iowa Code.
23. Accepts and processes zoning request changes; maintains accurate City maps.
24. Files tax refund forms with IRS and the State of Iowa.
25. Maintains computer system - Purchases and installs software, deletes files as necessary, develops necessary forms, recommends hardware changes.
26. Performs related duties as assigned.

Discretionary Tasks:

1. Files paperwork and variety of documentation to allow for efficient retrieval.
2. Performs inventory of office supplies and orders as necessary.
3. Makes copies on copy machine for citizens as needed.
4. Signs for deliveries and distributes to recipient.
5. Organizes and boxes records for storage.
6. General sorting of expired materials.
7. Public Notary

CONTACTS: The incumbent in this position has daily contact with Librarian, Janitor, Maintenance personnel and residents to exchange and interpret information. Also makes frequent contact with Mayor, City Council members, Board members and Assistant Librarian to exchange and convey information.

EQUIPMENT USED: Calculator, computer, printer, phone, sound recording equipment, FAX and copy machines; performs minor maintenance activities on equipment.

QUALIFICATIONS:

- A. Education & Experience - High School graduate or equivalent required. Bachelor's Degree in Business or Public Administrations or closely related field; or an equivalent of experience, education, and training that would provide the level of knowledge and ability required for the position.

- B. Abilities - Must have knowledge of the principles and methods of public administration and public finance. Ability to analyze difficult administrative problems and to develop and present conclusions and recommendations. Ability to compile and analyze financial reports. Ability to make accurate revenue and expenditure estimates. Ability to communicate, speak and write effectively. Ability to establish and maintain working relationships with others.

- C. Physical Requirements - Must be able to occasionally lift objects weighing up to 40# and carry them up to 5 feet unassisted; must be able to sit, watch, talk and listen for prolonged periods.

- D. Mental Requirements - Must have the ability to concentrate on tasks involving math calculations, analysis, interpretation, organization, and planning in an environment with constant interruptions and produce extreme accuracy and attention to detail; this is a position with moderate to high stress levels based on customer demands, accuracy requirements, time pressures and people and project management.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.