

**Notice of Job Opening  
City Clerk  
City of Alburnett, Iowa**

February 1, 2018

Department: City Clerk

Job Status: Full Time

FLSA Status: Non-Exempt (Overtime eligible)

Reports To: Mayor

Grade/Level: Range \$18.54 to \$24.15 hour

Amount of Travel Required: None

Job Type: Regular

Class Code: CT001

Positions Supervised: Supervision is exercised over all related support personnel.

Work Schedule: Generally, 8:00 am - 5:00 pm, however, must be able to work flexible and varied hours.

Revised: 02-2010, 01-2018

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**POSITION SUMMARY**

Manages the City Clerk's Office duties and administrative activities, including acting as City Treasurer; performs related work as required for the City of Alburnett, Iowa.

**EXAMPLE OF DUTIES AS CLERK**

Plans, organizes and directs the activities of the City Clerk's Office and provision of administrative support to the City Council's ordinances, resolutions, contracts and public meeting activities;

Serves as custodian of official City records and public documents; retrieves public records for the general public and City staff; provides information on ordinances, resolutions and policies; provides copies of records; attests and certifies official documents and copies;

Coordinates the preparation of meeting agendas and corresponding document packets for the City Council and coordinates the official notification to the public regarding City Council meetings;

Attends regular City Council meetings, special meetings, work sessions and maintains a record of votes; manages the preparation and publication of official minutes of Council activities; processes official documents related to Council activities;

Receives and makes available all correspondence addressed to the City, Mayor, and City Council and all other materials and documents requiring City Council approval and adoption;

Manages the work, projects and personnel activities of the City Clerk's Office;

Collects and prepares strategic planning and growth information, policy development and data collection and reporting activities for the Mayor and City Council;

Prepares, oversees, and presents the annual budget per federal, state and city requirements;

Makes purchases as required by policy for the department;

Directs the development of plans, programs and projects relating to official duties and projects;

Supervises the preparation and issuance of City licenses and permits, including special events and activities; Develops and delivers reports and presentations to the City Council and public groups concerning policies, projects and licensing issues;

Coordinate legal advice from the City Attorney when requested;

Oversees the recording of various documents including resolutions, ordinances, deeds, contracts and agreements;

Oversees the filing of necessary documents with the appropriate county or state agency;

Oversees the publication of legal notices, ordinances and City Council minutes;

Oversees the codification of ordinances into the municipal code;

Develops and maintains electronic and hard copy files to access information and provide reports and research for the public Mayor and City Council;

Manages receipt, preparation and retention of all official public documents, bids, bonds and special assessments;

#### **EXAMPLE OF DUTIES AS CITY TREASURER**

Oversees the receipt of all public funds and monies payable to the City, including all taxes, licenses, fines, utility payments, intergovernmental revenues, and special assessments.

Keep an accurate account of all disbursements, money or property, specifying date, to whom, and from what fund paid;

Maintain financial records including, but not limited to: general ledger, accounts receivable, accounts payable, investment worksheets, General Obligations, special assessments, TIF Rebate obligations, project summaries, grants, economic developments, equipment reserve programs, city vehicle records, and financial reports required by city or state code, or federal regulation;

Administer and maintain payroll process, prepare reports for payroll, deductions, withholdings, overtime, special pays, workers compensation and insurance reports;

Prepare and present to the Mayor and City Council all reports related to the receipts, activities, and disbursements, month end cash and investment balances;

All other duties as required by city and state code.

## **EXAMPLE OF DUTIES AS A CITY EMPLOYEE**

Answers questions and provides information to the Mayor, City Council, City staff and the general public and responds to citizen inquiries and complaints;

Attends meetings, conferences and workshops;

Performs all work duties and activities in accordance with city policies, procedures and safety practices;  
Attends work regularly at the designated place and time;

Supports the goals and performance review initiatives set forth by the Mayor and City Council;  
Performs related work as required.

## **POSITION QUALIFICATIONS:**

Comprehensive knowledge of office administration principles and practices, including strategic planning, budgeting and personnel administration;

Comprehensive knowledge of state laws, rules and regulations for the development of city resolutions, ordinances and codes;

Comprehensive knowledge of state laws, rules and regulations for public meetings, notifications and proceedings;

Comprehensive knowledge of the practices, methods, and laws related to municipal bond financing.

Comprehensive knowledge of record management, retention and disposal;

Ability to read and interpret laws, resolutions, ordinances, code, licensure specifications and contracts;  
Ability to train, assign, motivate, supervise and evaluate the work of others;

Ability to communicate effectively and maintain working relationships with other city employees, supervisory personnel, state and local elected officials, business owners and the public both orally and in writing, using both technical and non-technical language;

Ability to prepare accurate and reliable reports containing legal terminology, licensure requirements and personnel findings, conclusions, recommendations;

Ability to record and transcribe minutes and meetings containing engineering, legal, personnel and business terminology;

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ability to obtain and maintain Certified Municipal Clerk certification.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Graduation from an accredited college or university with a Bachelor's Degree in public administration, business administration, or other related field; and

Extensive experience as a City Clerk, preferably in Iowa; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

*Candidate(s) are subject to pre-employment testing including a typing test (40 WPM minimum), and proficiency with Microsoft Office suite such as Word and Excel. An employment offer is contingent upon acceptable results from a completed background review, including a verification of bonding. An offer of employment is conditioned upon acceptable results from a job-related pre-placement medical exam to determine a candidate's ability to perform the essential functions of the position. The pre-placement medical exam includes a drug screen.*