

**CITY OF POLK CITY
JOB DESCRIPTION**

Title: City Clerk

Department: Policy & Administration

Status: Non-Exempt

Reports To: Mayor, City Administrator and City Council

PURPOSE OF POSITION

Under general direction, participates in and directs and coordinates daily related administrative responsibilities for the City in accordance with the Code of Iowa, the Code of Ordinances of the City of Polk City, and established procedures; attends Council meetings and records and maintains all official actions of the Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties as may be required and assigned. Provides administrative support for the Mayor, Council and other Officials. Coordinates preparation of the Council agenda, posts and distributes; arranges for appropriate publication of Council actions, plans and hearings. Attends council meetings, recording official minutes, preparing reports and maintaining official records. Ensures that all public records are properly maintained and secure, reviews all documents for retention, organization and related purposes. Records city receipts and is involved in the day to day finances. Process payroll. Assists citizens visiting or phoning the office, responds to inquires and/or complaints and makes referrals to other officials for appropriate action. Assists with Utility Billing. Issues licenses and permits. Receives and processes election papers. Knowledge in payroll and accounting.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Required Education: Graduation from High School or equivalent and Associate's degree majoring in accounting, business, public administration or related field.

Preferred Education: Bachelor's degree majoring in accounting, business, public administration or related field.

Preferred Experience: At least three years related experience in municipal government; Certified Municipal Clerk.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes, ordinances, resolutions and other records of City Council action with proper legislative terminology, recording, indexing and filing the same for the public record; in cooperation with the City Administrator, assures staff support for the City's auxiliary boards and commissions.
2. Assists in the preparation and distribution of meeting agendas to the City Council, including any instructional or information supplements.
3. Ensures that legal requirements are met regarding public notices, publications and posting of City business.
4. Authenticates and signs City records, measures and actions including the time and manner of publication in the manner prescribed by law.
5. Ensures that directives and approved operational policies of the City are enforced, executed or delegated for compliance.
6. Assists citizens, co-workers and others by providing background information as appropriate.
7. Administers oaths of office to City Officers as required by local or state statute.
8. Assists with the maintenance of personnel records; retains all pertinent information for each employee's personnel file.
9. Provides supervision of City Clerk office functions assigned to staff to ensure efficient completion of their assigned duties.
10. Issues and maintains records of various permits and licenses as approved by the City Council or other governing entity.
11. Performs many duties involving confidential data; responsible for informing City Clerk staff of legal and ethical issues involved with the use of confidential data.
12. Addresses and, if possible, resolves City Clerk employee grievances in accordance with the established grievance procedure.
13. Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring City certification; catalogs and files all City records.
14. Participates in and assists with day to day city finances, and payroll.

15. Oversees and assists with the monthly utility billing process.
16. Receives bids for municipal construction contracts and may assist with bid openings.

OTHER JOB DUTIES

1. Represents the City on various regional and local boards and Commissions as directed.
2. Attends workshops and seminars as approved to further develop knowledge, skills, and abilities in order to maintain, enhance, or achieve certification in various areas of expertise.
3. Plans, formulates and recommends short and long range maintenance and capital improvement programs that will improve departmental effectiveness, efficiency and environment.
4. Recommends and assists in establishing City policies and guidelines for various municipal programs.
5. Answers phones and greets persons as necessary.

Supervises and assists in the maintenance and updating of a variety of reports, files and records.

Performs other duties or assumes other responsibilities as apparent or assigned.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Job requires the ability to stand on feet, reach and handle a variety of paper documents using fingers and hands including sufficient finger dexterity to type and enter data via a standard computer keyboard and/or typewriter, calculator, copier and postage meter.

Cognitive Ability

Knowledge of the principles and practices associated with public administration including budgeting, personnel management, purchasing, general management and public relations. Job requires the ability to produce accurate correspondence, reports, forms and documents within acceptable quality and quantity standards using standard keyboard and related

equipment. Requires the ability to perceive/distinguish differences in numerical, clerical, color coded and related data at a distance of 20" or less and good memory for detail. Requires the ability to maintain records and files consistent with City policy and practice and regulatory requirements: and collect information from various sources, receive and check documents for accuracy, completeness and conformance with prescribed rules and procedures. Knowledge of basic business math, customer relations, capacity to plan and organize work flow and use the English language effectively.

Language Ability & Interpersonal Communication

Job requires the capacity to (1) speak English clearly and distinctly in a manner which can be understood by a wide variety of customers and citizens including the elderly; (2) write basic sentences in English in an understandable manner; (3) apply common sense understanding to the work environment, procedures, programs and services offered by the City and (4) follow and carry out general written and/or verbal instructions effectively.

Environmental Adaptability

Work is performed in a general office environment which is heated and cooled. Corpal tunnel is a possible occupational injury. The likelihood of personal injury or environmental hazards is relatively slight.

Employee's Signature

Date

Department Head

Date

Polk City 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 encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.