

City of Steamboat Rock Job Description

Position: City Clerk

Job Summary: Under administrative direction of the Mayor the City Clerk performs a wide variety of specialized duties which require accuracy, proficiency, confidentiality and independent judgment. Guides and participates in the city's budgetary processes and financial activities. The City Clerk also performs other duties as required.

Job Functions:

Prepares the City Council Meeting Agenda and consults with the Mayor on its content. Posts the Agenda at least 24 hours prior to the city Council Meeting.

Prepares and distributes city council meeting agenda to the City Council including Minutes of last City Council Meeting, list of bills to be paid, financial report and any other material deemed appropriate by the City Clerk or the Mayor.

Insures that legal requirements are met regarding public notices, publications and posting of city business.

Authenticates and signs city records, checks, ordinances, resolutions, and any other paperwork requiring her signature.

Maintains for public use copies of all effective ordinances, resolutions and codes as appropriate.

The City Clerk shall procure all necessary office and paper supplies required for her office, the Mayor, City Council and the city owned Civic Center.

The City Clerk shall make an accurate record of all proceedings of the city council and insure the information is available to the public unless specifically designated as confidential by an appropriate authority.

The City Clerk shall have custody of all records, resolutions, and orders of the City council, all contracts, documents or papers in which the city is a party in interest, all original drafts of ordinances and bylaws, all reports of the various officers who may be required to file reports of their official acts, and all other papers that may come into her hands as city clerk. All receipts, vouchers and other documents kept, or that may be required to be kept, necessary to prove the validity of every transaction and identity of every person having any beneficial relation thereto, shall be filed and preserved in the office of the city clerk.

The city clerk will assist the citizens of Steamboat Rock, co-workers, the Mayor, the City Council and others by providing information and assistance as appropriate.

Administers the Oath of Office to City Officers as required by local or state statute.

Coordinates the preparation of the City's annual budget in conjunction with the Mayor and City Council.

Responsible for investment of all idle city funds in accordance with the instructions of the City Council and supervises processing of investments at maturation.

Supervises and bears responsibility for processing daily receipts and related activities as required.

Accounts for all City Revenues and Expenditures; prepares monthly financial statement; opens and closes books each fiscal year; prepares and submits financial reports to the appropriate state and federal agencies.

Calculates prepares, and distributes payroll checks for city employees; maintains payroll deduction records and remittance of payment to appropriate agencies.

Supervises and bears responsibility for the preparation, calculation and distribution of utility bills; enforces the City's policy regarding delinquent utility bills and notifies customers if water is to be shut off including notice of the reinstatement charge for turning water back on. Informs the Superintendent of Public Works when to Disconnect/Connect water service in accordance with the Steamboat Rock City Code Book.

Receives utility service deposits; responsible for maintenance of records of deposits; remits deposit money to customers or credits deposit moneys to customer's accounts.

Maintains personnel records; retains all pertinent information for each employee's personnel file.

Maintains records of building permits as approved by the City Council.

Performs duties involving confidential data and maintains legal and ethical issues for the uses of confidential data.

Reviews periodic reconciliation's of billing, collection, and receivable balances of utility and property tax accounts. Responsible for the maintenance of files and records of the City and performs all duties required by the Steamboat Rock City Codebook.

Prepares all city, county, state, and federal documents and reports as required.

Maintains the City Clerk's Office in a clean and neat manner so as to present a business like environment.

Answers the phone and greets persons as necessary.

Other Duties:

Attend Iowa Clerks schools, seminars, etc. as the city clerk and city council deem necessary.

Recommends short and long range maintenance and capital improvement programs that will improve the effectiveness and efficiency of the Steamboat Rock City Government.

Writes and answers inquiries and other correspondence as may be required.

Assists other city departments as necessary.

Performs other duties as assigned by the Mayor and/or City Council.

Required Physical Activity:

Sitting, Typing, Talking, Hearing, Repetitive Motions.

Required Knowledge, Skills and Abilities:

Ability to solve practical problems with a variety of variables having limited standardization.

Ability to perform arithmetic calculations involving fractions, decimals, and percentages.

Ability to write report or edit documents for publication.

Knowledge of the organization, functions, and problems of municipal government, knowledge of the principles and methods of public administration and public finance.

Comprehensive knowledge of the principles, practices, liabilities, and methods of accounting.

Considerable knowledge of municipal, county, state and federal community related statutes.

Ability to use computers for financial and work processing.

Ability to use communications equipment.

Knowledge of and willingness to comply with all applicable federal, state and local safety compliance policies.

Ability to establish and maintain an effective working relationship with superiors, co-workers and the public.

Required Special Qualifications:

Shall be Bondable and generally available for off-hour emergencies.