

CITY OF ANITA

*City Hall * P.O. Box 246 744 Main St * Anita, IA 50020 * Phone 712-762-3746*

Job Description - City Clerk

Title: City Clerk

Job Summary

Under the general direction of the Mayor and Council the City Clerk provides a variety of administrative and specialized work, requiring accuracy, proficiency confidentiality, and limited independent judgment. Services as official secretary for the City Council performing related duties as required by law and/or the City Council. Work is performed independently and is reviewed through reports and discussion.

Job Functions

The duties of the job would include, but are not limited to these areas:

1. Reconcile monthly bank statements with computerized receipts/disbursement. Monitor cash balance, balance sheet accounts, and make necessary transfers. Complete monthly clerk's/treasurer's report, monthly revenues, expenditures by fund, and other monthly accounting reports.
2. Prepares financial reports including Annual Financial Report, Street Finance Report, the Debt Obligation Report, Annual TIF Certification, Urban Renewal report, and all other reports required by law.
3. Keep Mayor and Council informed of all issues.
4. Enter accounts payable invoices into computer software; issue payment and sign checks for council approved expenses.
5. Responsible for preparing payroll and payroll tax reports/deposits
6. Develop proposed budget and amended budgets to present to Council by assembling the department heads' proposed annual departmental budgets, which include proposals of projected revenues, expenditures, and salary requirements. Complete budget and certification of taxes.
7. Assist auditor as required.
8. Sign checks.

9. Assist with nuisance issues.
10. Reconciles checks to invoices and marking invoices paid; prepares deposits as needed, makes up deposit tickets and deposits in bank
11. Enter/maintain accurate information into the financial/payroll software program. Run computer generated monthly, quarterly, and annual reports for each area.
12. Facilitate application/issue permit/collect fees/make deposits associated with liquor licenses, beer permits, cigarette permit, building permits, solicitors permits, and other permits/licenses/fees required by City/State.
13. Maintain employee file/records in a confidential manner and maintain confidential. Maintain Employee Handbook and revise as needed for Council approval.
14. Prepares and distributes meeting packets for City Council and other meetings as may be required: includes compiling agenda with input and distribution.
15. Attend and records activities of all City Council meetings and other official city meetings as needed. Prepare and publish minutes and public hearings as required by law.
16. Prepares agenda and supporting documentation for distribution to Plan and Zoning Commission, and Board of Adjustment. Distributes agenda in timely manner and in compliance with needs of Commissions.
17. Maintain all ordinances, resolutions, minutes and other permanent records of the City and assures they are available for public use. Record ordinances/resolutions and official documents with the recorder's office as needed. Maintains Record Retention policy.
18. Authenticates, signs and certifies City records, ensuring legal requirements are met in regard to public notices, publications, and codification.
19. Keep record of all appointments including terms and expiration of terms.
20. Web Site editing.
21. Distributes nomination petitions to candidates for city office and for public measures and direct to county auditor. Administer oaths of office.
22. Responsible for general office duties including photocopying, filing, pickup up and distribution of mail, ordering supplies, answering phones, and assisting customers and staff as needed.
23. Assist in computer related issues/upgrades.
24. Post requests to electronic sign at city park.

25. Work with city attorney, bonding attorney, etc.
26. Administrative Assistant to the Mayor
27. Perform special projects as designed by council/mayor.
28. Record time accurately on time card.
29. Verify time sheet information, calculate distributions of time, and record time sheet information on spreadsheets.
30. Draft resolutions as needed.
31. Process all required reporting which includes: IPERS, 941 report, state withholding, payments to US treasury, unemployment report and annual reporting of W-2's along with annual publication of total gross wages.
32. Miscellaneous accounting and secretarial duties as required.
33. Performs receptionist duties over phone and at front desk, receiving cash and checks and providing receipts. Performs other duties as required by the city Council, Mayor
34. Attend workshops and seminars to further develop knowledge, skills, and abilities to maintain, enhance, or achieve certification in certain areas of expertise.
35. Plans, formulates and recommends short and long-range maintenance and capital improvement programs with assistance from department heads and Council.
36. Notarizes documents as needed
37. Update and monitor insurance inventory and values upon renewal or as needed including liability, property, workers compensation insurance.
38. Distribute and monitor health insurance information for Council and employees.
39. Contact IT when needed.
40. Order supplies.

Minimum Education, Experience, and Certification:

Required Knowledge, Skills, and Abilities:

Must have knowledge of computers and be able to type 40+ WPM. Must be willing to become certified through the Iowa Municipal Clerk's Institute. (Consists of three one-week sessions over a three-year period. Certification will be at city expense. Preferred to have some training in accounting or public administration or combination of experience and training that provides the required knowledge, skills, and abilities. Subject to pre-employment and random drug testing. Graduation from high school or equivalent with preference for two-years post-high school education in office, public or business administration or accreditation as Certified Municipal Clerk; office or accounting emphasis, or any equivalent combination of training and experience

that provides the required knowledge, skills and abilities. Must possess excellent verbal and recording skills. Must demonstrate proficiency in the proper and efficient use of standard office equipment, including computers and printer, copiers and FAX equipment. Must have good organizational skills; ability to interact with staff, elected officials and citizens. Must possess excellent customer relation skills and be able to communicate well with others both verbally and in writing.

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 Council.

Working Conditions

Inside office work performed under controlled conditions. Requires the ability to converse, using verbal and listening skills, with citizen customers, staff and Council. Requires clerical, forms, numerical, and verbal perception. Minimal physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighting up to 25 pounds.

Disclaimer:

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

Please read and sign:

By signing this document, I acknowledge that I have been provided a copy of this City Clerk job description, and that I have read and understand the job requirements as identified above:

Signature: _____ Date: _____

To the best of my knowledge, I am able to perform the essential job functions with or without reasonable accommodations (as listed here):
