

City Clerk Job Description

Job Summary:

Under general administrative direction of the City council, pursuant to the Code of Iowa and City of Arlington Municipal Code, performs a variety of administrative and specialized duties which require accuracy, proficiency, confidentiality and limited independent judgement. Provides control and oversight of City finances, official records, ordinances and acts of the City council.

Essential Duties and Responsibilities:

Council Meetings

- Attend regular and special City Council meetings
- Preparation of agenda and all relevant documents for Council packets prior to meeting
- Post agenda prior to meetings in accordance with Iowa regulations
- Takes meeting minutes and documents motions and outcomes of City Council votes
- Publishes meeting minutes in accordance with Iowa regulations
- Maintains permanent records of council meeting minutes
- Follow all procedures and requirements for publishing various public hearings

Budget / Finance

- Develop annual City budget proposal for Council review and approval
- File completed budget with the State and county as required
- Track all revenue and expenditures as it compares to the budget and provide monthly reports to City Council and other departments and boards of the City
- Prepare budget amendments for Council review and approval in accordance with Iowa regulations
- Prepare, file and publish annual state financial reports as required
- Prepare and file annual Street Financial reports as required
- Reconcile bank statements monthly
- Maintain certificates of deposit and other allowed investments
- Maintain accurate and balanced financial reports for each Municipal fund and provide reports to the City Council each month

Records

- Retain and store all City records in compliance with state retention laws
- Issue and maintain records of various permits and licenses as approved by the City Council and report building permits to County Assessor as requested. Submit Urban revitalization applications approved by the City Council to the County Assessor.
- Retain documents and record all property purchased or sold

Payroll

- Complete, maintain and issue all payroll checks and reports. Verify and maintain Time sheets
- Withhold, report and pay all IPERS and withholding taxes per state and federal regulations
- Generate and submit payroll reports per state and federal regulations
- Maintain payroll and accounts payable records and issue W2's and 1099 forms as appropriate
- Complete any workmans comp reports as required
- Complete Iowa Unemployment reporting as required

- Maintain and update Employee Manual
- Serve as administrator of Employee benefits and process payment and reports as required
- Track and report vacation, holiday and sick leave usage
- Distribute and file all new employee and city council forms as required by state, federal and IPERS regulations

Billing and Accounts Payable

- Manage all aspects of billing, invoicing and receipt of payment for all City services, including monthly Utility billing of Water, Sewer, Landfill and garbage charges
- Maintain delinquent account list and issue required letters and final notices as set forth by City Council and City ordinances.
- Prepare and mail invoices for parking permits and golf cart permits
- Prepare and mail invoices for other fines and services per City code
- Record all receipts for payments received, make deposits and reconcile all accounts monthly
- Maintain and balance petty cash funds monthly
- Report all accounts payable claims to the City Council monthly
- Verify all accounts payable with original documentation and packing slips
- Mail or disburse all approved warrants and claims payable

Miscellaneous administrative

- Interact with residents and officials to answer questions, field concerns and direct to appropriate resources, explain City and State Codes
- Mail and track nuisance abatements as directed by City Council and work with the City attorney
- Provide open record requests when received
- Research, write and submit grants on behalf of the City
- Work with City engineers on City Projects
- Coordinate municipal elections and administer oath of office
- Attend workshops, seminars and conferences as approved to further develop knowledge, skills and an understanding of county, state, and federal regulations pertinent to City operations
- Maintain required safety training and OSHA records
- Maintain the City Website and facebook pages
- File all records and reports as required by the DNR for water and sewer permits, annual water use, Tier II, NPDES permits
- Provide support to other boards and departments of the City
- Order all office supplies and janitorial supplies for the City offices
- Maintain City insurances and work with insurance agent
- Act as liaison or be a member of any board or committee as requested by the City Council

Community Center duties

- Order supplies, set up accounts as needed with sales tax exempt status
- Mail annual Wellness membership dues letters, deposit and track payments
- Enter FOB renewals and maintain door access software
- Handout Rental agreements, membership contracts and keys to renters as requested
- Provide support to the Community Center Board as needed
- Provide monthly financial reports to the Board showing all revenues and expenses and current budget
- Apply for the Liquor License annually through ABD
- Maintain LED sign at the Community center
- Train Board members on use of door access and sign operations and open meeting requirements

Skill and Education requirements

- High School diploma or GED equivalent. Degree in Accounting, Business Administration, Public Administration or experience in a related field preferred
- Be able to be bonded
- Have a detail oriented approach to work
- Computer skills and knowledge of software applications such as Microsoft Word, Excel, Outlook and One Drive and other accounting software
- Excellent verbal and written communication skills
- Strong interpersonal skills. Be able to work with residents and City officials
- Strong time management and organizational skills and be able to work independently
- Must hold a valid driver's license
- Hold or obtain Iowa Certified Municipal Clerk Certification within 3 years of employment

Working environment-physical conditions

- Primarily required to sit, with occasional standing and walking
- Regularly uses hands and fingers to operate basic office equipment, including computer, telephone, copier and other office equipment
- Regularly communicates with customers and the public through speaking and listening
- Requires close vision and the ability to adjust focus, and requires some distant vision
- Primarily works in an office environment with controlled temperatures and limited exposure to loud noises or unusual smells.

The above information is intended to describe the general nature and level of work to be performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change and assign other duties to this position as needed and deemed appropriate. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of this position.

This position is considered Full-time at 32 hours per week with Vacation pay, IPERS, sick leave and Health, Life and Vision insurance coverage for the employee.

The City of Arlington is an Equal Opportunity Employer.