

CITY OF HEDRICK
POSITION DESCRIPTION

TITLE: City Clerk

DEPARTMENT: City Hall

LOCATION: Hedrick, IA

POSITION REPORTS TO: Mayor, City Council

POSITION FUNCTION: Oversee all administrative functions of the city. Perform all reporting and recording functions as required by Iowa Code. Assist elected officials as needed; serve as liaison between city government and citizens. Ensure that the City Clerk's Office operates efficiently and effectively.

MAJOR RESPONSIBILITIES:

1. Punch time clock in the Water Plant; check drop box on Water Plant door for utility payments. Open City Clerk's Office, communicate with Public Works Director, punch time clock when you go and come back from lunch, close and lock office and punch time clock at the end of the day and lock front Water Plant door.
2. Customer Service – Answer telephone, make copies, answer questions, listen to complaints and complete necessary forms or compose letters as needed, accept utility payments and forward messages while maintaining necessary confidentiality.
3. Accounting System – Record receipts, generate bills, print checks, balance budget reports, reconcile bank statements and record data entry.
4. Payroll System – Calculate hours from timecards, perform data entry, generate payroll checks, fulfill monthly, quarterly and annual reporting requirements including federal and state taxes, IPERS, FICA, Medicare and unemployment.
5. Word Processing – Type correspondence, meeting agenda and minutes, resolutions, newsletters and public notices as needed.
6. Utility Billing – Generate bills for water/sewer/garbage on a monthly basis. Enter meter readings into the computer, accept payments, post to computer, make deposits and prepare quarterly tax reports.

7. **City Council – Open and prepare Library for meetings, attend meetings, take minutes, oversee proper procedures, perform research as requested by Council. Recommend actions as necessary and prepare documentation packets for Councilmembers, while maintaining necessary confidentiality.**
8. **Ensure public notice requirements are followed, including posting agendas and other notices and submitting publications as required by the Iowa Code.**
9. **Newsletters – Write articles for public information, label envelopes and compile for publications, mail with utility bills.**
10. **Ensure proper record retention.**
11. **Manage city investments – record interest earned, track maturity dates and rates, recommend investment alternative and terms.**
12. **Issue building permits, collect fees, and forward to the Zoning Administrator. Issue Golf Cart/ATV registrations, collect fees, contact Mayor for inspections.**
13. **Issue tax abatement applications to be approved by the City Council and forward to the County Assessor.**
14. **Maintain accurate rental property information. Send annual bills to Landlords for permits. Work with the City Health Officer by setting up rental inspections and complaint inspections. Collect fees, type all correspondence and follow up as needed.**
15. **Compile monthly reports for the Library Board for revenues and expenditures.**
16. **Complete Annual Report Forms for the State of Iowa to account for revenue and expenditures for the fiscal year.**
17. **Complete Annual Street Financial Report for Iowa Dept. of Transportation for revenue and expenditures in the Road Use Fund.**
18. **Complete Annual Budget Requirements and filings with the State of Iowa and Keokuk County.**
19. **Ensure code enforcement and necessary code revisions. Communicate with the City Attorney.**
20. **Keep track of terms for all elected officials, accept nomination papers and file as required by the Code of Iowa. Administer Oaths of Office to all new officials and inform of IPERS requirements.**
21. **Notarize papers as requested.**
22. **Assist with research as requested.**
23. **Get daily reading, and do bacteria sampling of water in the absence of the Public Works Director.**
24. **Inventory office and maintenance supplies and order as necessary.**
25. **Accept telephone calls for the rental of the Community Center and Civic Center. Collect fees, distribute keys and have make sure appropriate forms are signed.**
26. **Communicate with janitorial service on the cleaning of the Community Center.**
27. **Maintain personnel files on all employees and assist in the administrative function in hiring new employees.**

28. All administrative duties relating to writing grants, receiving grant money, distributing checks, making deposits and filing reports.
29. Work with BBQ Days Committee and Civic Center Committee on revenue received and expenses.
30. Correspond with Sewer Treatment Operator on outside loads taken to the Sewer Treatment Plant and send monthly bills to the outside contractors.
31. Responsible for updating the city marquee sign as necessary.

EQUIPMENT USED:

Computers, Calculator, Telephone, Copier, Scanner, Fax. Does perform minor maintenance on equipment.

QUALIFICATIONS:

- A. Education – High School graduate or equivalent required. Knowledge and/or training in an office environment preferred.
- B. Special Abilities – Must be able to type, operate a calculator and be comfortable using a computer. Must have good organizations skills, be a self-starter and good communication skills to interact with customers and city officials. Must be bondable and comfortable handling cash and checks. Must have above average accuracy in financial and verbal record keeping. Should be competent in Windows and software programs, bookkeeping and spreadsheet experience preferred. Should be able to pursue and complete the City Clerk’s Training Course at Iowa State University within a reasonable time after date of hire.
- C. Physical Requirements – Must be able to occasionally lift heavy objects and carry them unassisted. Must be able to sit, watch, talk and listen for prolonged periods of time.
- D. Mental Requirements – Must have the ability to concentrate on tasks involving math calculations, analysis, interpretation, organization and planning in an environment with constant interruptions. Must be able to produce with extreme accuracy and attention to detail. This is a position with moderate to high stress levels based on customer demands, accuracy requirements, time pressures and people and project management.

This job description is not intended to limit the responsibilities of an employee assigned to this position and to those duties listed above. The employee is expected to follow any other reasonable instruction and perform any other reasonable duties requested by City Management. The level of involvement may vary based on need and individual capabilities.