

CITY OF SPRINGVILLE

POSITION DESCRIPTION

TITLE: City Clerk/Treasurer

DEPARTMENT: City Clerk's Office

LOCATION: Springville, IA

POSITION REPORTS TO: Mayor, City Council

SUPERVISORY RESPONSIBILITIES: Deputy Clerk, Janitor

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 City Clerk's Office operates efficiently and effectively.

MAJOR RESPONSIBILITIES:

Essential Tasks:

1. Open City Clerk's Office in morning, activate all office machines, make coffee, open safe and drop box, open the mail, close and lock office at end of day.
2. Customer Service - Answer phone, make copies, answer questions, listen to complaints, accept payments and forward messages while maintaining necessary confidentiality.
3. Accounting System - Record receipts, generate bills, print checks, balance budget reports, reconcile bank statements and perform data entry.
4. Payroll System - Calculate hours from timecards, perform data entry, generate payroll checks, and fulfill monthly, quarterly and annual reporting requirements including federal taxes, unemployment, FICA, Medicare, retirement and job service.
5. Word Processing- Type correspondence, meeting agendas and minutes, code changes, resolutions, ordinances, policies, and public notices as needed. Organize and retain necessary records of documents.
6. E-mail - Check e-mail on a daily basis, respond to questions, send memos to city council, board, commission, and committee members as needed, and delete unnecessary messages.
7. City Council -Open and prepare Council chambers for meeting, attend meetings, take minutes, oversee proper procedures, perform research as requested by Council, recommend actions as necessary and prepare documentation packets for Council members; maintain necessary

confidentiality. Set-up and take down video and sound equipment for City Council meetings. See that tapes are delivered to cable company for showing and returned to City Clerk's office.

8. Board of Adjustment - Open and prepare meeting room, attend meeting, record minutes, oversee proper procedures, prepare research as requested by Board.

9. Ensure proper public notice requirements are followed including posting agendas and other notices and submitting items for publication as required by Iowa code for all boards and commissions.

10. Newsletter - Write articles, label and compile for publication, mail; revise mailing list periodically as needed.

11. Web Page – Develop and maintain the City's web page.

12. Ensure proper record retention pursuant to regulatory requirements and space limitations.

13. Manage City investments - Record interest earned, track maturity dates and rates, and recommend investment alternatives and terms.

14. Issue building permits - Obtain resident information, verify Code requirements, collect fees, monitor Code enforcement, facilitate variance request procedures, forward records to County Auditor.

15. Maintain accurate cemetery information - Sell plots, collect grave opening fees, perform data entry into computer, research family history questions as needed, file request for veterans' grave reimbursement with Linn County annually.

16. Compile all monthly reports for City Council, Parks Board, Fire Department and Library Board.

17. Complete annual budget forms for State of Iowa to account for revenues and expenditures; complete year-end reports for State of Iowa and IDOT.

18. Ensure Code enforcement and necessary Code revisions.

19. Coordinate communication between City departments.

20. Keep track of terms for all elected and appointed City personnel; accept nomination papers as required by Iowa Code.

21. Accept and process zoning request changes; maintain accurate City maps.

22. Notarize papers as requested.

23. Assist with research as requested.
24. File tax refund forms with IRS and the State of Iowa.
25. Maintain computer system - Purchase and install software, delete files as necessary, develop necessary forms, recommend hardware changes.
26. Provide supervision for Deputy Clerk including interviewing when necessary, recommending actions on salary and performance issues, training, scheduling and monitoring daily work for completeness and accuracy.
27. Provide work direction for Janitor including interviewing when necessary and recommending actions on salary and performance issues.
28. Attend supervisor training class for enforcement of the drug and alcohol policy.
29. Attend and participate in department head meetings with the Mayor and the Water/Sewer/Streets Superintendent.

Discretionary Tasks:

1. File paperwork and variety of documentation to allow for efficient retrieval.
2. Perform inventory of office supplies and order as necessary.
3. Make copies on copy machine for citizens as needed.
4. Billing System - Generate bills for water, sewer, and recycling charges, accept payments, post to computer, balance reports, prepare and make daily deposit, file payment and meter reading stubs in the absence of the Deputy Clerk.
5. Sign for deliveries and distribute to recipient.
6. Organize and box records for storage.
7. General sorting of expired materials.

CONTACTS: The incumbent in this position has daily contact with Librarian, Deputy Clerk, Janitor, Maintenance personnel and residents to exchange and interpret information. Also makes frequent contact with Mayor, City Council members, Board members and Assistant Librarian to exchange and convey information. Contacts made with persons outside the City are occasional and usually with a variety of vendors and service providers and involve the exchange and interpretation of information regarding City operations.

EQUIPMENT USED: Calculator, typewriter, computer, printer, phone, video camera, sound recording equipment, FAX and copy machines; Does perform minor maintenance activities on equipment.

QUALIFICATIONS:

A. Education - High School graduate or equivalent required. Some knowledge and/or training in an office environment preferred.

B. Experience - No experience required. Some office experience or equivalent education preferred.

C. Special Abilities - Must be able to type at least 40 WPM, operate a calculator and be comfortable using computer; Must have good organizational skills; Must be a self-starter and have good communication skills to interact with patrons 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 based software programs with data base, bookkeeping, and spreadsheet experience preferred; Should be able to pursue and complete City Clerks' Training course at Iowa State University within four years from date of hire.

D. Physical Requirements - Must be able to sit, watch, talk and listen for prolonged periods.

E. Mental Requirements - Must have the ability to concentrate on tasks involving math calculations, analysis, interpretation, organization and planning in an environment with constant interruptions and produce 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; Must understand and follow all employee conduct policies; Must be able to understand and properly follow directions from supervisors.

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 management. The level of involvement may vary based on need and individual capabilities.