

## **CITY OF PERRY JOB DESCRIPTION**

**Title:** City Clerk  
**Department:** Administration  
**Reports To:** City Administrator  
**FLSA:** Exempt  
**Date:** March, 2020

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### **SUMMARY**

Under general administrative direction of the City Administrator and City Council, pursuant to the Code of Iowa, performs a variety of complex and specialized supervisory, professional, administrative and technical accounting, financial, budgetary, and administrative duties which require accuracy, proficiency, confidentiality and limited independent judgment. Supervises office staff, including training and evaluation of subordinates. Performs other duties as required. Position requires high proficiency, confidentiality and a close working relationship with the City Council, City Administrator, Mayor, City employees and the general public. Work is reviewed through reports, performance, observation of results obtained and personal conferences.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

1. Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes, ordinances, resolutions and other records of City Council action with proper legislative terminology, recording, indexing and filing the same for the public record; assures staff support for the City's auxiliary boards and commissions, recording and maintaining minutes of each meeting.
2. Prepares and Distributes meeting agendas to the City Council, including any instructional or information supplements.
3. Ensures that legal requirements are met regarding public notices, publications and posting of City business.
4. Authenticates and signs City records, measures and actions including the time and manner of publication in the manner prescribed by law.
5. Ensures that directives and approved operational policies of the City are enforced, executed or delegated for compliance.
6. Assists citizens, co-workers and others by providing background information as appropriate.
7. Administers oaths of office to City Officers as required by local or state statute.

8. Maintains personnel records; retains all pertinent information for each employee's personnel file.
9. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
10. Issues and maintains records of various permits and licenses as approved by the City Council or other governing entity including Liquor, Cigarette, Peddler, Livestock, Fireworks and other licenses and permits established by the City Council.
11. Advises the City Administrator of any departmental needs or concerns.
12. Performs many duties involving confidential data; responsible for informing staff of legal and ethical issues involved with the use of confidential data.
13. Addresses and, if possible, resolves employee grievances within department in accordance with the established grievance procedure.
14. Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring City certification; catalogs and files all City records.
15. Prepares ordinances to be sent to codifying agency, distributes supplements to departments, maintains codebook, audits and reviews Code at least every five years for re-codification.
16. Receives bids for municipal construction contracts and may assist with bid openings.
17. Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
18. Establishes and maintains internal control procedures and assures that required accounting procedures are maintained; maintains financial records and prepares financial reports.
19. Assists various committees, boards and commissions as needed; ensures that legal requirements are met, notices, ordinances, amendments, and Council proceedings are published.
20. Plans, formulates and recommends short and long range maintenance and capital improvement programs that will improve effectiveness, efficiency and environment of the City Clerk's Office.
21. Recommends and assists in establishing City policies and guidelines for various municipal programs.
22. Supervises and assists in the maintenance and updating of a variety of reports, files and records.
23. Manages Accounts Payable including entering claims, issuing checks, and ensuring the timely payment of claims.
24. Maintains Cemetery records and manages Cemetery record updating.
25. Works with Airport Management and the Airport Board to administer Hanger Lease Agreements and ensure accurate and timely records are kept.
26. Regular attendance is essential for this position.

27. Represents the City on various regional boards and commissions as directed by the City Administrator.
28. Attends workshops and seminars as approved to further develop knowledge, skills, and abilities in order to maintain, enhance, or achieve certification in various areas of expertise.
29. Answers phones and greets persons as necessary.
30. Performs other duties or assumes other responsibilities as apparent or assigned.
31. Maintain required physical records and online records for public viewing including Meeting Agendas, Minutes, and Municipal Code.
32. Understanding of Tax Increment Financing, Urban Renewal Plans, Development Agreements and related Processes.
33. Acts in the absence of the Finance Officer and assists the Finance Officer as necessary.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Graduation from high school.
- Extensive experience in performing responsible and difficult technical, administrative, clerical and accounting work requiring the use of independent judgment.
- Ability to become a Certified Municipal Clerk.
- Must possess excellent customer relation skills and be able to communicate well with others both verbally and in writing.
- Ability to operate various office machines, including computers, calculators, typewriters, copiers, and fax equipment.
- Valid driver's license and good driving record.
- Subject to a post-offer drug and alcohol screening and background check.
- Strong technology skills.
- Proficiency in Microsoft Office

### **Preferred Training and Qualifications:**

- Additional college level courses in public administration, business administration or a closely related field.
- Bachelor's Degree in public administration, business administration, accounting or a closely related field.
- Experience as a City Clerk in the State of Iowa preferred or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Experience with municipal software systems
- Bi-Lingual (Spanish and English)

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements**

Required Physical Activities: Sitting, grasping, feeling, talking, hearing, reaching, repetitive motions.

Physical Characteristics of the Job: Light work exerting up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently. Required walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

Environmental Characteristics: The work is performed primarily in an office environment. The job requires sitting for extended periods of time and the work may expose the employee to visual strain, unpleasant social situations, irregular work hours and significant work pace pressure.

### **Cognitive Demands**

Ability to maintain records and prepare reports, secure prices and information on projects, services and products. Ability to maintain contact with other community agencies and city departments to be aware of services, and cooperate as needed to accomplish goals and to create harmony. Ability to answer inquiries from the public on services. Be able to maintain an ongoing relationship with outside agencies. Supervise areas as needed.

### **Language Ability and Interpersonal Communications**

Abilities in: understanding and following oral and written instruction; supervising work of subordinate staff. Effective oral and written communication; establishing and maintaining effective and cooperative relationships with staff and general public; maintaining records and preparing reports; hiring with approval and evaluating personnel; recommending and enforcing disciplinary actions; maintaining and supplying equipment and facilities.

### **Environmental Adaptability**

The work is performed inside and/or outside and includes being exposed to extreme heat/cold, noise, mechanical hazards, electrical hazards, chemical hazards, oils, confined spaces, and darkness or poor lighting conditions.

This Job Description in no way states or implies that the description includes every duty to be performed by the employee occupying the position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the City Administrator.

The City reserves the right to change or reassign job duties or combine positions at any time.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment not alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

The City of Perry is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.