

**CITY OF UNDERWOOD**  
**JOB DESCRIPTION**  
**CITY CLERK**

**TITLE:** City Clerk

**DEPARTMENT:** City Hall

**POSITION REPORTS TO:** Mayor, City Council

**SUPERVISORY RESPONSIBILITIES:** Deputy Clerk

**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 Hall operates efficiently and effectively; Maintain all facets of accounting system, including pre-audit and financial controls; Serve as City Clerk/Treasurer, Finance Officer, Grant Writer, Projects/Events Manager.

**MAJOR RESPONSIBILITIES:**

1. City hall Operation – Open City daily, activate all office machines, make coffee, open safe and drop box; 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; handle citizens of the community in a respectful and friendly manner while maintaining a firm position on the policies set by the City Council.
3. Accounting System – administer Accounts Payable, Accounts Receivable, Bank Reconciliation, payroll and General Ledger for General Fund, Emergency Fund, Road Use Tax fund, Local Option Sales Tax Fund, Tax Increment financing Fund, Debt Service Fund, Hotel/Motel Tax Fund, and Enterprise Funds.
4. Payroll System – calculate hours from time-cards, perform data entry, generate payroll checks, fulfill monthly, quarterly and annual reporting requirements including federal taxes (Medicare, Social Security, and Withholding), unemployment taxes, IPERS (Iowa Public Employees Retirement System) and job service; prepare W-2's and W-3, manage health insurance, AFLAC, dental insurance and life insurance benefits
5. Word Processing – Draft correspondence, meeting agendas and minutes, code changes, resolutions, ordinances and public notices.
6. City Council – Prepare Agendas and attend all City Council meetings; bring to attention of Council any pending ordinances, resolutions, or notices requiring action/ Record proceedings of meetings; notify or send copies of Council action to all persons affected by official action of the Council; keep records of properly indexed ordinances and resolutions, bond proceedings and public measures adopted by Council; Publish all legal notices in the newspaper.

7. Board of Adjustments – Schedule meetings with BOA chair; prepare public hearing notices and cause to be published; prepare BOA packets/ record and notify public affected of BOA decisions/ prepare research requested by BOA, train BOA on duties.
8. Planning & Zoning – Schedule meetings with P&Z chair; prepare public hearing notices and cause to be published; prepare P&Z packets; record and notify public affected of P&Z action; prepare research requested by P&Z.
9. Web Page – Develop and maintain City’s web page.
10. Record Retention – Ensure proper record retention pursuant to regulatory requirements and space limitations.
11. Manage City Investments – Record interest earned, track maturity dates and rates, and recommend investment alternatives and terms.
12. Building Permits – Issue permit, verify Code requirements, collect fees, monitor Code enforcement, facilitate variance request procedures, and compile data for Census Bureau.
13. Fisher Cemetery – Prepare Interment Rights and transfers, maintain map, sell plots, oversee maintenance and flag display.
14. Financial Reports – compile Revenue and Expense reports for City Council, Fire & Rescue Departments; prepare and file annual Urban Renewal Report, Debt Obligation Report, Debt Certification Report, Road Use Tax Report, Annual Budget, and Annual Financial Report.
15. Budget – Prepare preliminary annual budget of revenues and expenditures with probable levy rates for Council approval; complete budget forms for State and Certify to County by March 15<sup>th</sup>. Prepare proceedings for any Debt Services Levies budgeted. Amend budget as required by statute.
16. Code of Ordinances – Ensure Code enforcement, Codification of Ordinances, prepare Ordinance amendments, modifications and deletions; Prepare proceedings and public notices and cause to be published and proper recording of ordinances.
17. Communication – Coordinate communication between City Staff, officials and departments.
18. Elections – Keep track of terms for all elected and appointed city personnel; accept nomination papers as required by Iowa Code; file election reports and nominations with County Auditor.
19. Accept and process zoning and annexation requests; maintain accurate City maps/ prepare and publish necessary notice and resolutions/ file application with City Development Board and Iowa Department of Economic Development.
20. Tax Refunds – File tax refund claim forms with State of Iowa for sales tax
21. Maintain Computer system – Purchase and install software, delete files as necessary, develop necessary forms, recommend hardware and software changes, coordinate with IT person to maintain server, user pathways and cyber security.

22. Supervisory – Provide work direction for Deputy Clerk; interviewing when necessary, annual evaluation of and recommending actions on salary and performance issues; training/ scheduling and monitoring daily work for completeness and accuracy.
23. Coordinate with Public Works Personnel to assist with sewer, street, park, cemetery, fire & rescue departments in dealing with issues imperative to the function of those systems.
24. Administer drug and alcohol policy, random testing and compliance.
25. Coordinate and attend all Council Committee meetings.
26. Project Management – Coordinate all proceedings for all projects, including specifications, bids, contracts, bonds, and progress reports, preliminary and final plats. Negotiate bond/loan terms, coordinate loan/bond agreements meet with lenders at closings.
27. Manage TIF Districts and Sub districts; administer Low-Moderate Income Housing Plans and Funds; Certify Debt to County annually; prepare all TIF reports required by State Code; meet with developers through each phase of development agreements and platting process; gather cost substantiation for infrastructure.
28. Billing System – Supervise utility billing procedures and maintain knowledge of same to ensure accuracy and completeness; implement rate changes, software enhancements. Post payments and prepare deposits, prepare service orders, input meter readings, proof and print billing, prepare delinquent notices, notice of liens and file liens. Administer collections.
29. Nuisance Abatement – Prepare notices of nuisances; monitor, and proceedings to abate.
30. Grants – Research, prepare grant applications, grant management and required reporting.
31. Policy Management – Keep, update and maintain all procedural manuals, job descriptions, and policy manuals for the City.
32. Licenses – Issue liquor, beer, cigarette, peddler’s and solicitor’s licenses, collect appropriate fees, file with department of State.
33. Prepare annual road Use Tax Report for Iowa Department of Transportation.
34. Prepare Annual Financial Report and Outstanding Obligations Report, publish, and certify to Iowa Dept. of Management and State Auditor.
35. Maintain working relationships with Pottawattamie County Auditor and Treasurer, Pottawattamie County Sheriff, Metropolitan Area Planning Agency, Woods and Wyatt Law Firm, Engineers, Western Iowa Development Association, all membership associations, vendors, contractors and other municipalities.
36. Attend meetings of Southwest Iowa Clerk’s Association, Iowa Municipal Finance Associations, Iowa League of Cities, C.I.T.I.E.S Organization and other affiliations beneficial to the proactive management of the City.
37. Prepare Treasurer’s packet for audit monthly and documents for Auditor’s annual audit.
38. Develop any and all forms necessary for the efficient operation or City Hall and Maintenance Department.

39. Insurance – administers the group medical insurance plan, flexible benefit plan, liability, auto and property insurance plan, and worker’s compensation plan. Prepares all documentation and reporting required to obtain coverage; processes claims; prepares audits and compliance testing. Meets with loss control and risk managers.
40. Prepare Fire & Rescue Township contracts, budgets, billings, correspondence, spreadsheets and township contracts. Appropriate collections to the fire and rescue departments and computes unexpended budgeted monies for transfer to the respective savings; corresponds with fire chief regarding budget, equipment purchases and financing options, and township contracts.
41. Animal Control – Oversee licensing, policy, correspondence; corresponds with Pottawattamie Animal control for enforcement policies and proceedings.

**CONTACTS:** The incumbent in this position has daily contact with Maintenance personnel, Deputy Clerk and residents to exchange and interpret information. Also makes frequent contact with Mayor, City Council Members and board members to exchange and convey information.

**EQUIPMENT USED:** Calculator, computer, phone, typewriter, and Copy/fax/printer/scan machine; does perform minor maintenance activities on equipment.

**QUALIFICATIONS:**

- A. Education: Bachelor of Arts degree in Business or Public Administration or a equivalent
- B. Experience: Minimum of two years’ experience in public administration and significant financial experience
- C. Abilities – Solid budget preparation and administration skills, knowledge and experience in sewer utility operations, understanding of safety issues and OSHA regulations, Knowledge of planning and zoning administration, knowledge of municipal financing techniques, particularly tax increment financing, tax abatement and obtaining grants, excellent skills in financial record keeping, experience in public works project management and administration, is self-motivated with leadership and good communication skills to interact with patrons, staff and City officials, and bondable.
- D. Physical Requirements – Must be able to lift objects weighing up to 25#; ability to speak and write effectively; able to hear and read.
- E. Mental Requirements – Ability to concentrate on tasks involving math calculations, analysis, interpretation, organization and planning in an environment with constant interruptions and produce accuracy and attention to detail/ this is a position with moderate to high stress levels based on customer demands, accuracy requirements, time pressures, people and project management.

- F. Knowledge Requirements – Knowledge of the principles and methods of public administration; knowledge of the organization, functions and problems of municipal government; knowledge of the principles and methods of public finance; knowledge of generally accepted accounting principles; ability to analyze difficult administrative problems and to develop and present sound conclusions and recommendations; knowledge in accurate revenue/expense estimating/ knowledge in selecting, training and supervising employees; knowledge of the municipal code and city ordinances as well as applicable State Code.

This job description is not intended to limit the responsibilities of the employee assigned to this position to those duties listed above, nor is it all-inclusive or in order of importance. City Clerk is expected to follow any other reasonable instructions and perform any other reasonable duties requested by Mayor or City Council.