

City of Macedonia
City Clerk
Job Description

General Summary:

Under the general direction of the Mayor and City Council, the City Clerk provides a variety of administrative and specialized work, requiring accuracy, proficiency, consistency, confidentiality and limited independent judgement. Performs city administrative, operational, and financial functions as required by City Council policy, State Statute, and City Code.

Essential Duties and Responsibilities:

- Administer oaths of office to any City officer who is required to give an oath.
- As required, answers city phones and provides information and assistance to the public.
- Perform receptionist duties over phone and at the front desk, receiving cash and checks and providing receipts.
- Attends all City Council meetings, official secretary for the City Council performing related duties as required by law and/or the City Council.
- Records and maintains all City Council minutes, ordinances, resolutions and other records of City Council action, publishing all minutes, ordinances, resolutions and other amendments in the manner prescribed by law. Maintaining official documents and records.
- Conducts the necessary research and provides support materials to aid council in making informed decisions. Carries out assignments or directives of the city council
- Composes correspondence, reports, memos, letters, minutes, meeting notices, resolutions, and ordinances on behalf of the City Council
- Publish all legal notices as required by law.
- Communicate and work with the City Attorney, City Engineer, Council of Government Representative known as COG (MAPA, SWIPCO, etc.), project consultants (Architects, Grantor Representative, etc.), as necessary or directed by Mayor or City Council or in situations as required by law.
- Process claims against the City by forwarding them to the City liability insurance carrier and/or City Attorney.
- Coordinates insurance processing for general liability and workers compensation.
- Responds to citizens inquiries, complaints and requests for information, referring appropriate items to other City Departments.
- Process time cards into computer and maintain payroll time cards files, prints payroll checks and prepares monthly quarterly, and/or annual related reports as required for Federal and State Withholding, IPERS, social security and unemployment, etc.
- Maintain fiscal agreements with Fire Department, Sheriff's Department, Animal Control, etc.
- Affix the seal of the corporation to those public documents or instruments which by law or ordinance are required to be attested by the affixing of the seal or as directed by the Mayor or Council.

- Organize work and set priorities.
- Establish and maintain effective working relationship with other City employees, civic groups and the general public.
- Prepare the utility billing which includes entering meter reads into billing database, set up new utility accounts, record payments to City Hall billing system, monitor size of utility readings and notify customer of possible leak, prepare and send bills, post payments received from customers, deposit payments in the bank, prepare delinquent letters to notify customers, maintain files on overdue bills, balance all utility receipts, receive and respond to utility customer questions and complaints and enter corrections to utility billings as required.
- The City Clerk shall be the chief accounting office of the City, and shall:
 - Keep separate accounts for every appropriate, department and public improvement or undertaking, in the manner provided by law.
 - Keep an account of all cash, investments, accounts receivable and property received by, due to, or in the custody of the City and to give a receipt immediately upon cash coming into the Clerk's hands specifying the date, from whom, for what account, and record each transaction in the correct fund as required by law, and council direction where not specified by law.
 - Keep accounts for cash disbursed, purchase and contract commitments, and property disposed of or sold by each transaction in the correct fund as required by law and Council direction where not specified by law.
 - Be responsible for the safe custody of all funds of the City in the manner provided by law, and City Council direction.
 - Prepare and publish all financial and budgetary reports required by law and the council, and the list of claims in the manner specified by law. City financial reports include but are not limited to: Budget, Budget Amendment, Outstanding Debt Obligation Report, Road Use Report, City Annual Financial Report.
- Maintain internal control process by reconciling checks to invoices and marking invoices paid.
- Upon receipt of moneys to be held in the custody of the Clerk and belonging to the municipality, the Clerk shall deposit the same in banks selected by the Council in amounts not exceeding the monetary limits authorized by the Council.
- File the Council's depository declaration in January each year and at other times when necessary.
- Assists the county Commissioner of Elections with local election activities, Assists candidates with City Candidate Election paperwork (affidavit, petition, etc.).
- Prepare clerk/treasurer report for monthly council meetings.
- Order supplies as needed or directed.
- Prepare expenditure reports.
- Prepare budget and budget amendments and supply Council with budget information.
- Prepare payroll, payroll tax reports and deposits, print and distribute employees W-2's.
- Print and distribute contractor 1099's.
- Reconcile monthly bank statements.
- Maintain an efficient filing system.

- Issue licenses and permits.
- Maintain and update City Strategic Plan and Infrastructure Needs Assessment Plan.
- Apply to Grant programs as approved by City Council.
- Maintain computer system. Ability to concentrate on tasks involving math calculation, analysis, interpretation, organization and planning in an environment with constant interruptions and produce extreme accuracy and attention to detail. Provide consistent follow up.
- Encourage and oversee economic and community development efforts.
- Receive requests, complaints and information from the public and transmits to council to process as needed, handles when required.
- Attend all council approved training related to the position.
- Attend other gatherings as appropriate related to the city.
- Assist with rentals of the Community Center, reservations and payments.
- Maintain city web site and Facebook account and update both regularly.
- Create and publish a monthly city newsletter, include with monthly utility billing.

Skills, Knowledge and Abilities Required: Includes but not Limited to:

Ability to exercise good judgment, maintain good interpersonal relationships and adapt to change. Ability to provide quality customer service with a positive and professional attitude. Ability to spell and write effectively. Must have proficient computer skills. Ability to organize work. Must be able to demonstrate the knowledge and skills necessary to interact appropriately and perform clerical services for government business.

Equipment Used:

Computer, calculator, printer, phone, FAX, and copy machine; does perform minor maintenance activities on equipment.

Qualifications:

- A. Education – High School graduate or equivalent G.E.D. required. Some knowledge and/or training in an office environment preferred.
- B. Experience –Some office experience or equivalent education preferred.
- C. Skills – Must be able to type 40 WPM, operate a calculator and be comfortable using the computer. Must have excellent organizational skills. Must be a self-starter and have good communication skill to interact with the public 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 Iowa Certified Municipal Clerk’s training.
- D. Physical Requirements – Must be able to occasionally lift and/or move up to 30 lbs. Must be able to sit, watch, talk and listen for prolonged periods.

- E. 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 level based on public demand, accuracy demands, accuracy requirements, time pressures and people and project management. Must be able to understand and follow directions from city council and mayor.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City Council.

Iowa is an “at will” employment state. The city’s personnel policy and/or job description shall not be construed to give rise to a contractual agreement for employment.

References

Background check