



# CITY OF WEST LIBERTY, IOWA

## Deputy City Clerk

**DATE:** Adopted 04/23

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**CLASSIFICATION:** Non-Exempt

**DEPARTMENT:** Administration

### **JOB DESCRIPTION:**

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#### **Summary/Objective**

The Deputy Clerk is responsible for performing a wide variety of complex administrative assistant activities that require routine decision-making and office experience. Supports the day-to-day operations of the office of the City Administration Departments; City Manager, City Clerk, Utility Billing Clerk, Staff Accountant and Engineering as needed. Position uses the computer to process a variety of documents, reports, and correspondence. Must maintain regular and punctual attendance at work and maintain effective working relationships with fellow employees, City officials, and the general public. Duties are constantly evolving and changing and may include handling special projects as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

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The Deputy City Clerk is distinguished from other classifications in its responsibility to assist in performing professional level of support for the City Administrative Offices. The Deputy Clerk reports to the City Clerk.

### **ESSENTIAL FUNCTIONS:**

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- Opens and closes the office each day.
- Assists on payroll; helps with compiling reports; reimburses vendors for payroll deduction; leave records, benefit/hours reports and annual wages for all employees for permanent files.
- Assists with monthly bank statements and prepares bank reconciliation for Council packets. Prepares monthly journal entries for reserve funds and interest distribution. Checks and enters journal entries prepared by City Clerk.
- Handles Accounts Payable, maintains records of all accounts payable transactions and prepares the claims list for council.
- Processes bad debt and income offset for the Ambulance Department.
- Processes the Rural Trustee handbill monthly.
- Processes Cemetery Locates for City Staff
- Prepares reports for audit including Report of Checks issued over \$10,000 monthly.
- Retrieval of tax-exempt certificates; processes vendor information to prepare necessary reports as required by state and federal regulations (1099's).
- Prepares invoices for accounts receivable and monitors for collection activities.
- Provides support to the City Clerk in training Administrative staff in all facets of office operation; provides limited supervision of office staff.
- Attends, records, and takes minutes of the Planning and Zoning Commission, Board of Adjustment and Board of Appeals meetings in absence of the Clerk.

- Prepares Use Tax
- Assists other departments or consultants as necessary.
- Acts as controller to ensure stable internal control ensuring that dual control processes are followed.
- Assists City Clerk with citizen inquiries, comments or complaints; communicates with the citizens and other employees personally, over the telephone or in writing.
- Ensures that the supplements to the are distributed and placed in all copies of the Code.
- Assists the City Clerk/Treasurer in preparing meeting packets for City Council and other meetings as may be required. This includes scheduling some meetings, compiling the agenda with input, converting all documents to electronic format, placing the packet on the web for access, and notifying the City Council, Mayor, board members, and staff that the packet is ready for viewing.
- Serves as a Notary Public.
- Assists in closing and opening books for each fiscal year; assists in preparation of necessary reports.
- Designs tracking and other forms, recommends instructions and standard operating procedures to increase effectiveness and efficiency of the department.
- Assists in the preparation and the tracking of resolutions and ordinances for the Council agenda and finalizes documents adding roll call vote and any changes after meeting is over.
- Assists in the preparation and publication of notices: meetings, hearings, bid lettings, etc.
- Manages and maintains the City's electronic document storage, including the scanning of new documents, research/retrieval of needed documents, and processing files for disposal/archiving.
- Assists in scheduling, coordinating, and planning meetings, events, and other activities.
- Prepares requests for reimbursements for payment processing.
- Attends meetings, conferences, workshops, and other governmental training sessions and reviews publications and other materials to remain current on principles, practices and new developments.
- Handles Liquor Licenses for the City
- Handles Tobacco Permits for the City
- Checks Back the accrued interest on accounts and certificates of deposit.
- Serves as audit to general ledger reports, reconciliation documents and financial reporting.
- Keeps City Manager and City Clerk/Treasurer informed of current issues.
- Assists as a back up to the City Clerk, Staff Accountant, Utility Billing Clerk and Building Inspector when necessary and in their absence.
- Makes sure all cash handlings are followed and secured.

#### **QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):**

- Knowledge of applicable federal, state, and local laws and regulations, reporting requirements and ability to access such.
- Knowledge of the legislative process for municipal governments.
- Knowledge of arithmetic, statistics, English composition, grammar, and spelling.
- Knowledge of budgeting theories and principles.
- Knowledge of codification requirements.
- Knowledge of record keeping systems.
- HIPPA Regulations regarding patient/client confidentiality.
- Knowledge of modern office procedures and practices; ability to operate computer hardware and software in an efficient and effective manner.
- Knowledge of effective management techniques; ability to motivate subordinates to effectively complete assigned tasks.
- Knowledge of the principals of accounting and filing systems.
- Knowledge of payroll procedures and Federal and State Payroll reporting requirements.

## **SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):**

- Skills recording and certifying City actions.
- Skill managing multiple projects.
- Ability to operate a computer and software applications including Microsoft Office as appropriate to assigned duties.
- Skills in the original composition, editing, proofreading, and final preparation of written materials, including legislation, legal notices, proclamations, and memoranda.
- Collecting, organizing, preparing and distribution of documents.
- Ability to develop policies, plans and procedures.
- Ability to establish and maintain effective working relationships with city personnel, elected officials and the public while exercising integrity, confidentiality, and trustworthiness.
- Ability to perform work with speed, accuracy, and attention to detail.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to independently solve problems within assigned areas of responsibility.
- Communication and interpersonal skills.
- Ability to use logical thinking to solve problems having several abstract or concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals, and percentages.
- Ability to compose, report or edit articles for publication; ability to interview, counsel or advise people; ability to evaluate technical data.
- Ability to establish and maintain an effective working relationship with superiors, co-workers, and the public.
- Ability to formulate and/or implement departmental policies, routines, and standard operating procedures.

## **TRAINING AND EXPERIENCE REQUIREMENTS:**

Education:	Graduation from High School or equivalent G.E.D.
Experience:	At least two years of experience working in municipal government; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
Preferred Education/Training:	Iowa Certified Municipal Clerk or have the ability to obtain within three years.

## **LICENSING REQUIREMENTS:**

Position must be bondable in an amount determined by City policy.

## **ESSENTIAL PHYSICAL ABILITIES:**

Positions in this class typically require: sitting, reaching, standing, grasping, kneeling, talking, hearing, seeing, and repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Specific vision abilities require by

this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work is generally performed in an inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with public contact. The noise level in the work environment is usually moderate.

**SUPERVISORY RESPONSIBILITY:**

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The Deputy City Clerk is responsible for assisting the City Clerk in supervising members of the City Administrative Offices and the operations and performance management within those offices.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

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This is a full-time position, and hours of work and days are Monday through Friday 8:00 a.m. to 4:30 p.m. Must be available to attend evening meetings and other events and weekend work may be required as job duties demand.

**DISCLAIMER:**

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The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

**SIGNATURES:**

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Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_