

Millie Youngquist, Mayor
Kelsey Brown, Finance Director
Kevin Olson, City Attorney



215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax

TITLE: City Clerk
DEPARTMENT: Administration & Finance
REPORTS TO: City Council/City Administrator
FLSA: Exempt

POSITION SUMMARY:

The City Clerk is an exempt professional position under the general administrative direction of the City Administrator and City Council, pursuant to the Code of Iowa, and performs a variety of complex and specialized duties. The City Clerk provides the general public with information relative to City ordinances, regulations, policies, and applicable state laws. The position requires high proficiency, confidentiality, independent judgement, and skill in decision-making. The City Clerk is responsible for records management and maintaining standards of excellence necessary to ensure compliance with local, state, and federal regulations. The Clerk provides services to the community and works closely with the City Council, City Administrator, Mayor, and City employees in the most effective and efficient manner. This position will require you to attend and participate in council meetings.

The City Clerk follows prescribed policies and procedures and must be skilled in decision-making and generally work well with no supervision. Performs all other duties as assigned.

ESSENTIAL FUNCTIONS AND DUTIES:

Position holds primary responsibility for the following:

Determine and priorities work plans and implement personnel, equipment and materials to accomplish results in a safe and efficient manner. Must have a thorough knowledge of operations and manpower necessary to perform tasks involving the city's daily operations. Responsible for the oversight of the city council's activities; including but not limited to scheduling and publicizing meetings, recording measures considered, authentication and certification of measures, file records, maintenance of city records; including official records of the cemetery, issuer of licenses and permits, apply and collect liens due the city. Responsible for maintaining a list of all city vehicles and equipment.

Responsible for preparing all city Ordinances and Resolutions. Serves as custodian of official city records and documents and supervises the maintenance of permanent city records including minutes, resolutions, ordinances, publications, postings, municipal

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election records, public measures, bid lettings and other binding agreements as required by City ordinance, State or Federal Law.

Key member of administrative leadership team; works cooperatively with City Administrator and Finance Director to guide the organization administratively. Coordinates departmental activities with other departments, and assists other departments as needed. Provides backup to the Utility Billing Clerk and Administrative Assistant as needed. Chief liaison to individual departments as assigned by City Administrator.

Responsible for maintaining minutes from meetings held by Boards and Commissions. Generally responsible for tracking and coordinating board and commission appointments with Mayor on a periodic basis. Provides staff support to Development Services.

Responsible for general maintenance of website and periodic updating.

Oversee purchases of capital equipment including vehicle titles and administration of Capital Equipment Plan.

Must have ability to bend, stoop, lift and carry 25 pounds, and must be in general good physical health. Must have ability to hear speech and other sounds effectively for the taking of statements and directions. Must possess sufficient mental functions and capabilities to make rational decisions to handle operational needs and business decisions of the position. Must have ability to establish and maintain effective working relationships with supervisor, co-workers and the general public. Must be able to understand and follow instructions and written diagrams, and have mastery of the spoken and written English language. Must be able to speak, write and understand English to effectively communicate with fellow employees, contractors and the general public by telephone, electronically, in written format and face-to-face. Must have ability to perform mathematical calculations necessary for accounting and bookkeeping.

Position performs other assigned duties as deemed necessary or as required.

TYPICAL DUTIES:

As above. Participates in the daily activities of the City of Washington's operations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Must have positive and professional demeanor when conducting City business. Self-starter that can work with limited supervision. Must be organized and have great attention to detail with recordkeeping. Must develop thorough knowledge and understanding of safety rules and regulations and City policies. Must work within and enforce these rules, regulations and policies. Team player who inspires other employees to perform to the best of their abilities.

Ability to effectively express ideas verbally and in writing. Ability to establish and maintain positive working relationships with Supervisors, City employees and the general public. The

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ability to interact and assist the general public with questions and to accurately complete required forms. Ability to deal with all of the aforementioned tactfully and courteously. Able to solve problems and make quality decisions, when necessary in consultation with supervisors. Ability to write grant applications and maintain grant program records. Ability to coordinate a future project of digitizing all official City records.

WORKING CONDITIONS:

Inside . Regular lifting, climbing, stooping, reaching, and handling activities. Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and Council. Requires eye/hand coordination, manual/finger dexterity and motor coordination. Requires clerical, forms, numerical, and verbal perception. Physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 25 pounds.

REQUIREMENTS:

Bachelor's Degree in Business or related degree with a minimum of 5 years of experience in the administrative operations of municipal government preferred. Ability to communicate clearly and keep accurate and organized records. Following two years of employment, must attend the Iowa Municipal Professionals Institute & Academy. Ability to understand and carry out oral instructions as well as basic written instructions. Good public appearance and positive attitude. Must possess a current Iowa Driver's License at time of hire and throughout employment. Must be insurable by the city's insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical.

DISCLAIMER

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.