



## CITY OF WEBSTER CITY JOB BAND DESCRIPTION

**POSITION:** City Clerk

**JOB – BAND CLASSIFICATION:** None

**Definition:** Performs a variety of routine and complex clerical and administrative work in the administration of the city government.

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

***Essential duties and responsibilities may include, but are not limited to the following:***

- Maintains and provides safekeeping for all official City documents and records to include: coordinating record maintenance including the city code; and, publishing, maintaining and certifying all City Council minutes and all official actions of the City Council such as ordinances, resolutions and motions.
- Provides administrative and clerical support to elected and appointed officials, directors and senior support staff.
- Acts as the City's notary public and deputy registrar; maintains the safekeeping of the city seal.
- Review final agenda for accuracy. Deputy City Clerk coordinates the collection, organization, preparation, posting, publication and distribution of the City Council Agenda and supporting documents.
- Coordinates proper flow of information to appropriate departments and individuals after City Council approval of resolutions and ordinances.
- Provides assistance to City Council and city staff members regarding resolution and ordinance preparation.
- Communicates official plans, policies and procedures to staff and the general public.
- Prepares and publishes a variety of public documents such as public notices and responds to public disclosure requests.
- Attends and records meeting minutes for City Council meetings.
- Assists as needed with distributing agendas, scheduling meetings for City Council meetings.
- Provides leadership and direction in the coordination of various governmental reporting requirements that the city is required to meet. Assures completion and maintains files accordingly.
- Coordinates permitting and licensing programs for the city such as business licenses.

- Serves as a liaison for election and legislative activities and coordinates City elections with the County Auditor's Office.
- Informs all persons appointed by the mayor or city council to offices in the municipal government of their position and the time at which they shall assume the duties of their office. May coordinate appropriate training as needed.
- Accepts legal papers served on the City.
- Maintain and file all communications and petitions directed to the City of Webster City.
- Maintain confidentiality of work-related issues and City information.
- May prepare a variety of studies, reports and related information for decision-making purposes as assigned.
- Provide assistance to Financial Services Office as requested.
- Handles special projects as assigned.
- Required to report to assigned worksite as scheduled.
- Performs other duties of a similar nature or level as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Supervision Exercised:** Deputy City Clerk duties related to Code of Ordinance, Chapter 20 (City Clerk)

**Required Competencies:**

*Including but not limited to the following:*

*Verbal and Written Communications*

*Problem-Solving*

*Decision Making*

*Planning and Organizing*

*Team Work and Cooperation*

**Education, Experience & Technical Skills Required:**

High school graduate or G.E.D., supplemented by at least two years vocational, technical or college training in business management, records management, public administration or closely related field, and/or three to five years of progressively responsible experience. Ability to successfully complete Iowa Municipal Professionals Institute and become Certified Municipal Clerk. Must be bondable. Notary Public Certification within six months.

**Physical and Environmental Requirements:**

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading, writing and speaking skills sufficient to fulfill requirements of position. Ability to work alone as well as in a group.

**FLSA/WAGE Hour Status:** Non-exempt