



**TITLE: DEPUTY CLERK**

**DEPARTMENT: GLENWOOD CITY HALL**

**REPORTS TO: CITY ADMINISTRATOR, AND MAYOR**

**FLSA: NON-EXEMPT**

## **JOB SUMMARY**

Under the supervision of the City Administrator, this position performs responsible administrative duties. The Deputy Clerk maintains municipal documents and is responsible for various city records. The employee has a substantial amount of public contact regarding the furnishing of information concerning city ordinances and policies. Work assignments are prescribed in Iowa State Statutes and City of Glenwood Ordinances, and received from the City Administrator, the governing body, and citizen requests. The Deputy Clerk handles confidential documents, supports and/or oversees the areas of invoicing, accounts payable, and Planning and Zoning. The Deputy Clerk is expected to exercise considerable independence and personal discretion in conforming with City ordinances and policies.

## **ESSENTIAL JOB FUNCTIONS**

*The statements below are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*

1. Assist the City Clerk with processing bi-weekly and monthly payrolls.
2. Process and manage Accounts Payables bi-monthly.
3. Receive public questions/comments from citizens and refer to appropriate employees.
4. Maintains Accounts Receivable records. Type, mail, and record statements for A/R Billing.
5. Receive, balance, and prepare payments for bank deposits weekly or as needed.
6. Collaborate with the Fire Chief or Zoning Administrator to create/process planning and zoning permits.
7. Issue licenses and permits authorized by the Code of Ordinances.
8. Attend, manage, and prepare Agenda and Minutes for Planning and Zoning meetings monthly.
9. Communicate with Board members, prepare, post, and send out Agendas for Cemetery, Park Board, and P&Z meetings monthly.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to citizen, employee, and City information/records.
11. Assist in the drafting of proclamations, resolutions, and ordinances as instructed.

12. Provides administrative support to all City boards, City Administrator, City officials, the City Clerk and department heads as needed.
13. Collate and distribute all incoming e-mails/mail to the appropriate staff as needed.
14. Collects payments by accepting cash, check, or charge payment.
15. Answer multiple-line phones and transfer.
16. Update and maintain the City's website, and social media websites as needed.
17. Create invoices for multiple departments as needed.
18. Process Cemetery internment agreements and manage burial reports.
19. Offer copies of records as directed by Open Records Laws.
20. Create and manage pool memberships and purchase concession supplies in summer months.
21. Create and manage Campsite Reservations and Park Shelters in spring-fall.
22. Perform any other duty as assigned or required by the City Admin/Finance Dir., City Clerk, or Fire Chief.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge**

1. Modern municipal administrative methods and procedures, organizations, and functions.
2. Research techniques, sources and availability of information, and methods and principles of report presentation.

### **Skills**

1. Handle stress effectively without it interfering with performance.
2. High attention to detail.
3. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
4. Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
5. Communicate clearly and effectively, both orally and written.
6. Work independently, meet deadlines, and make decisions on procedural matters with minimal or no supervision.

### **Abilities**

1. Plan, organize, and participate in the services and activities of the City Hall's Office.
2. Participate in the development and administration of department goals, objectives, and procedures.
3. Identify and respond to community and City Council issues, concerns, and needs as needed.
4. Interpret and apply federal, state, and local policies, laws, and regulations.

5. Attend evening or weekend meetings as required.
6. Maintain automated record keeping systems.
7. Establish and maintain highly effective working relationships with the Mayor, City Council members, other elected and appointed officials, committee members, department directors and managers, staff, residents, representatives of civic and community groups, the media, the public, and others encountered in the course of work.

#### **PHYSICAL AND ENVIRONMENTAL CONDITIONS**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle, and type; reach with hands and arms; talk or hear for long periods of time. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include the ability to view computer screens for long periods of time, and work in florescent light conditions. The noise level in the work environment is usually moderate to low.

#### **REQUIRED EDUCATION/EXPERIENCE/CERTIFICATION**

High school diploma or equivalent

#### **PREFERRED EDUCATION/EXPERIENCE/CERTIFICATION**

Associates or Bachelor's degree in Accounting, Administration, or Business. 5+ years of office administration experience. Intermediate experience in Google Docs, and Microsoft Office.