

**CITY OF MALVERN**

**POSITION DESCRIPTION**

**TITLE: CITY CLERK/TREASURER**

DEPARTMENT: City Clerk's Office

LOCATION: Malvern, Iowa

POSITION REPORTS TO: Mayor, Clerk Committee of City Council

SUPERVISORY RESPONSIBILITIES: Deputy Clerk

**POSITION FUNCTION:**

Under general administrative direction of the Mayor and City Council, pursuant to the Code of Iowa, performs a variety of administrative and specialized duties which require accuracy, proficiency, confidentiality and limited independent judgment. Supervises office staff, including training of Deputy Clerk.

Performs other duties as required.

**JOB FUNCTIONS:**

Examples of Essential Job Functions:

1. Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes, ordinances, resolutions and other records of City Council action with proper legislative terminology, recording, indexing and filing the same for the public record; assures staff support for the City's auxiliary boards.
2. Assists in the preparation and distribution of meeting agendas to the City Council, including any instructional or information supplements.
3. Ensures that legal requirements are met regarding public notices, publications and posting of City business.

4. Authenticates and signs City records, measures and actions including the time and manner of publication in the manner prescribed by law.
5. Ensures that directives and approved operational policies of the City are enforced, executed or delegated for compliance.
6. Maintains for public use copies of all ordinances and codes.
7. Assists citizens, co-workers and others by providing background information as appropriate.
8. Administers oaths of office to City Officials as required by local or state statute.
9. Maintains personnel records; retains all pertinent information for each employee's personnel file.
10. Provides supervision of City Clerk office functions assigned to staff to ensure efficient completion of their assigned duties.
11. Issues and maintains records of various permits and licenses as approved by the City Council or other governing entity.
12. Performs many duties involving confidential data; responsible for informing City Clerk staff of legal and ethical issues involved with the use of confidential data.
13. Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring City certification; catalogs and files all City records.
14. Receives bids for municipal construction contracts and may assist with bid openings.
15. Complete annual budget forms for State of Iowa to account for revenues and expenditures.

Other Job Duties:

1. Attends workshops and seminars as approved to further develop knowledge, skills, and abilities in order to maintain, enhance, or achieve certification in various areas of expertise.

2. Plans, formulates and recommends short- and long-range maintenance and capital improvement programs that will improve departmental effectiveness, efficiency and environment.
3. Recommends and assists in establishing City policies and guidelines for various municipal programs.
4. Answers phones and greets persons as necessary.
5. Supervises and assists in the maintenance and updating of a variety of reports, files and records.
6. Research and write grants for City projects.
7. Performs other duties or assumes other responsibilities as apparent or assigned.

## **CONTACTS**

The incumbent in this position has daily contact with Deputy Clerk, Librarian, City of Malvern Street Department and residents to exchange and interpret information. Also makes frequent contact with Mayor, City Council, and Board members to exchange and convey information. Contacts made with persons outside the City are occasional and include vendors or service providers regarding City operations.

## **EQUIPMENT USED**

Calculator, computer, printer, phone, digital camera, sound recording equipment, fax/copy machine; does perform minor maintenance activities on equipment.

## **QUALIFICATIONS**

A. Education – High school graduate or equivalent required. Associate's or Bachelor's degree majoring in accounting, business, public administration or related field preferred.

B. Experience – Office experience required. Related experience in municipal government preferred.

C. Special Abilities – Must be able to type at least 40 WPM, operate a calculator and be comfortable using computer; Must have good organizational skills; Must be a self-starter and have good communication skills to interact with residents and Mayor/Council; Must be bondable and comfortable handling cash and checks; Must have above average accuracy in financial recordkeeping; Should be competent in Windows based software programs with databases, bookkeeping and spreadsheet experience preferred; Should be able to pursue and complete City Clerks' Training within four years of hire. Preferred to attend all IMFOA meetings and training as time allows to understand the duties and responsibilities of the City Clerk position.

## **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

Must be able to occasionally lift objects. Must be able to sit, watch, talk and listen for prolonged periods.

Must have the ability to concentrate on tasks involving math calculations, analysis, interpretation, organization and planning in an environment with frequent interruptions while maintaining accuracy and attention to detail. This is a position with moderate to high stress levels based on customer demands, accuracy requirements, time pressures and people/project management needs. Must understand and follow all employee conduct policies and be able to understand and properly follow directions from supervisors.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

*The City of Malvern is an Equal Opportunity Employer, M/F/Disability/Veteran*

Revised 04/2021