



CITY CLERK POSITION PROFILE

Apply by September 30, 2024 by 11:59 PM

Position: City Clerk

Job Description: The City of Riverside, Iowa, a population of approximately 1,060 is accepting applications for a full-time City Clerk. At-will position appointed by the City Council and reports to the City Administrator. Directly responsible to the City Administrator for the administration of municipal affairs. Under administrative direction monitors, directs and evaluates the financial operation of the City according to duties set forth in state law.

Schedule: Generally, 40 hours per week, Monday through Friday. May be required to work additional hours or to change hours with minimal notice because of operational needs. Attending meetings outside of business hours required.

Rate of Pay: \$25-\$32/hour, dependent on qualifications, with full range of benefits.

Skills & Qualifications:

- **Education/Training:** High School Graduate or equivalent required. Some college with office or accounting emphasis or Iowa's Municipal Professional's Institute and Academy training preferred.
- **Work Experience:** Three (3) years of work in a related field, or an equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position. Experience in an office environment required, with governmental office experience preferred.
- **Technology:** Experience using government fund accounting software, InCode preferred. Microsoft Office preferred.
- **Required licenses, registrations, and certifications:** Certified Municipal Clerk preferred or be willing to attain state certification. Possession of a valid State of Iowa Driver's license. Must be bondable.
- **Special Abilities:** Must have good organizational skills; must be a self-starter; have good communication skills to interact with staff, elected officials, and citizens; and the ability to manage numerous processes at the same time.
- **Physical Requirements:** Must be able to lift objects weighing more than 20 pounds on an occasional basis and carry, push, or pull them up to 10 feet unassisted; must be able to stand, sit, listen, and watch for extended periods of time.
- **Mental Requirements:** Must have the ability to prioritize, plan and schedule a variety of activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

Duties and Responsibilities:

- **Supervision:** Works under the supervision of the City Administrator.
- **The Position:** The City Clerk has the power and duties as provided in Chapter 18 of the City of Riverside Code of Ordinances. The position of City Clerk carries the responsibility for the financial stability of the City, and as such, requires specialized skills to perform tasks.

Essential Duties:

- General accounting for the City
- Prepare and process payroll, record expenses, report taxes
- Bill utilities
- Attend all City meetings and record minutes.
- Publish minutes within fifteen (15) days following a regular or special meeting.
- Publish all ordinances, enactments, proceedings, and official notices requiring publication.
- Authenticate and sign documents.
- Issue and keep a record of all licenses and permits.
- Perform election duties in accordance with Chapter 376 of the Code of Iowa.
- Maintain custody of City funds, record receipts and disbursements, keep a record of all money received from special assessments, and maintain a register of all bonds outstanding and record all payments of interest and principal.
- Handles routine correspondence and phone calls to the City.
- Order or purchase city supplies as needed with purchase order approval of the City Administrator.
- Processes daily mail and distribution.
- Work with the City Administrator to prepare and complete the budget, filing with County and State.

Works Closely with: This position works closely with the City Administrator in performing all aspects of their duties and those that may be assigned periodically. Will also work with the Mayor and City Council, as well as with the Department of Revenue, Department of Management, Department of Transportation, and Washington County Auditor.

Disclaimer: All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. 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.

Residency Requirement: Must reside within 20 miles of Riverside city limits or be willing to relocate.

Submit Application: Applications should be submitted to cityadmin@riversideiowa.gov. Application materials requested include: a cover letter, resume, salary history, and three (3) work-related references. Apply by September 30, 2024 by 11:59 PM. Late submittals will not be considered.

The City of Riverside, Iowa is an equal opportunity employer, M/F/Disability/Veteran.