



Position Description

City Clerk/Employee Services Director

Department: Administration

Reports To: City Administrator and City Council

Pay Range: \$74,547.20-\$99,424.00

FLSA: Exempt

Date:

Purpose of Position

Appointed by the City Council, and under general administrative direction of the City Administrator, pursuant to the Code of Iowa, the City Clerk performs a variety of administrative and specialized duties that require accuracy, proficiency, confidentiality, and limited independent judgment. Prepares, and publishes council agendas, resolutions, ordinances and meeting minutes as required by law. This position acts as the Employee Services Director, Title VI Coordinator and City Hall Building coordinator. Supervises office staff assisting in the Clerk duties, including training and evaluation of subordinates. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receives bids for municipal construction contracts and may assist with bid openings.
- Works with Finance Director, Municipal Advisor and Bond Counsel on the City's bonds and other financing measures for the City. Ensures all resolutions are presented as required and filings are completed and provided to Bond Counsel as required.
- 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. In cooperation with the City Administrator and City Attorney, writes resolutions and ordinances. Also, assures staff support for the City's auxiliary boards and commissions.
- Assists with preparation, distribution, organization of meeting agendas to the City Council, Community and Human Services Ad Hoc (Nevada Foundation) Committee, Historic Preservation, and, Board of Adjustments, including any instructional or information supplements.
- Ensures that legal requirements are met regarding public notices, publications, and posting of City business, including authenticating and signing City records, measures, and actions including the time and manner of publication in the manner prescribed by law. Recording documents as required and/or instructed by the City's Attorneys.
- Oversees the administration of employee benefits, compensation plans, and the development of employment policies. Researches, compares and recommends improvements for the City's plans.
- Manages employee onboarding with assistance from the Payroll Clerk. Supports employee recruitment, retention, training and professional development initiatives. Schedules pre-employment physicals and background checks.
- Assists the Mayor and Council in the process for the City Administrator evaluation.
- Assists in the negotiation and administration of collective bargaining agreements.
- Performs election duties as specified in the Code of Iowa or designated by the County Auditor.

- Assists with the preparation of the budget in cooperation with the Finance Director and City Administrator and Department Heads
- Retrieves, sorts, and opens daily mail and disperses it to all departments.
- Assists with the annual audit and works directly with the auditing firm conducting the annual audit for the City.
- Plans, schedules, and assigns work activities and job duties to office staff, and promotes a positive work environment for employees and the public being served. Trains and supervises clerical and secretarial staff assisting with Clerk-related duties. Audits and reviews the work performed by office staff to assure its accuracy, timeliness, and compliance with governmental requirements.
- Ensures that directives and approved operational policies of the City are enforced, executed, or delegated for compliance. Addresses and, if possible, resolves employee grievances in accordance with the established grievance procedure.
- Works with the City's IT support and is main contact for troubleshooting and planning for the City's infrastructure. Maintains current computer system including, but not limited to, backing up files regularly, administering preventive maintenance techniques, keeping inventory of needed supplies and staying up-to-date with new software releases and upgrades.
- Administers oaths of office to City Officers as required by local or State statute.
- Maintains personnel records; retains all pertinent information for each employee's personnel file, and assists employees with Human Resource questions and needs.
- Administers the City's benefit package in conjunction with the City Administrator and Finance Director, and works with the benefit representative to provide affordable coverage for employees. Coordinates the annual employee benefit meeting.
- Works with the City's liability insurance representative and Department Heads to ensure proper coverage for all departments. Files claims and reviews costs and processes the annual payments.
- Manages all Workers Compensation claims and files OSHA's Injury and Illness Report.
- Handles employee requests for medical and other leaves, including FMLA and ADA requests for accommodation.
- Ensures required filings for the Iowa Employment Appeal Board and assists with Union negotiations.
- Assists the City Administrator and Finance Director in the preparation and maintenance of the Personnel Policy Manual.
- Advises the City Administrator of any departmental needs or concerns; including those related to personnel.
- Serves as custodian of official City records and public documents; keeps filing system updated and helps file materials efficiently so files can be retrieved with minimal effort; 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.
- Performs many duties involving confidential data; responsible for informing all staff of legal and ethical issues involved with the use of confidential data; issues and maintains records of various permits and licenses as approved by the City Council or other governing entity.
- Maintains for public use copies of all ordinances and codes and assists citizens, co-workers and others by providing background information as appropriate.
- Receives and responds to open records requests and disperses to the proper department or city attorney when necessary.
- Oversees caretaking for the City Hall Building. Works with contractors during projects, and calls for service when there are issues. Troubleshoots issues and repairs.

- Serves as the City's Title VI Coordinator, ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations. Develops and implements plans, policies and procedures to prevent discrimination based on race, color, or national origin in federally assisted programs.
- Manages special projects as assigned by the City Administrator.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Represents the City on various regional boards and commissions as directed by the City Administrator.
- Attends workshops and seminars as approved to further develop knowledge, skills, and abilities to maintain, enhance, or achieve certification in various areas of expertise.
- Plans, formulates, and recommends short- and long-range maintenance and capital improvement programs that will improve departmental effectiveness, efficiency and environment.
- Recommends and assists with establishing City policies and guidelines for various municipal programs.
- Answers phones and greets persons as necessary.
- Supervises and assists with the maintenance and updating of a variety of reports, files, and records.
- Assists the Development and Communications Specialist in managing the website, social media and marketing for all media forms. Including Our Nevada, City newsletters and other news releases and media alerts, brochures and public information.
- Performs other duties or assumes other responsibilities as apparent or assigned.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience; or equivalent combination of education and experience. Degree majoring in accounting, business, public administration or related field, or experience in Municipal government.

Preferred Education or Experience Required

Bachelor's Degree in related field; or equivalent combination of education and experience. Direct experience in the field may be substituted for education.

Other Requirements – Certificates/Licensures

- Bondable and eligible for coverage under the City's liability insurance.
- At least two years' experience in a municipal environment with meetings, minutes and recording knowledge.
- CMC designation through IMFOA/IMMC or equivalent experience in role.

Knowledge, Skills, Abilities

- Ability to follow written, verbal, or diagrammatic instructions with several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals, and percentages. Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to exercise independent judgment and to use resourcefulness in solving problems.
- Ability to report, write, or edit articles for publication; ability to prepare deeds, contracts, resolutions, or ordinances; ability to have substantial contact with people; ability to evaluate technical data.

- Knowledge of the organization, functions and problems of municipal government; knowledge of the principles and methods of public administration and public finance including taxation and revenue management; knowledge of the principles and practices of accounting.
- Ability to utilize computers for financial and word processing functions, and applicable software applications such as Caselle, Wordpress, Canva, and Microsoft office.
- Comprehensive knowledge of the principles, practices, liabilities, and methods of staff supervision and direction.
- Ability to maintain confidentiality in the performance of duties.
- Knowledge at an advanced level of municipal, County, State and federal community-related statutes.
- Ability to develop policies, plans, and procedures.
- Ability to establish and maintain effective working relationships with the City Administrator, co-workers, elected officials, the press, and the general public.
- Ability to utilize a variety of advisory and design data and information such as meeting agendas, meeting minutes, public notices, bid documents, contracts, sales tax reports, billing statements, bank statements, deeds, easements, financial reports, purchase orders, accounting methods, license applications, employment forms, payroll reports, personnel policies/manuals, City code, ordinances, resolutions, state statutes, computer software operating manual, non-routine correspondence, and inventory reports.
- Ability to work with multiple and concurrent deadlines under pressure.
- Ability to respond to inquiries and complaints from customer, regulatory agencies, or members of the business community.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Network computer, personal computer, computer printer, general office equipment, typewriter, calculator, dictionary, personnel policy manual, Code of Iowa, Federal Register, telephone, mobile radio, fax machine, and copier machine.

Supervision

By the nature of this position's wide range of responsibilities and cross-departmental policy governing, this position will supervise employee compliance behaviors and execution of the above functions and procedures encompassed by them, regardless of the employee's direct report.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position involves attending evening meetings.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Department Head

Date

City Administrator

Date