

## **CITY OF KEOTA JOB DESCRIPTION**

**Position: City Clerk**  
**Department: Finance/Utilities**

**Reports to: Mayor/Council**

### **GENERAL SUMMARY**

Responsible for directing and overseeing the day to day business of the city and implementing the policies of the City Council. Works closely with the Mayor and City Council to ensure the delivery of effective and efficient public services to the residents of Keota. Responsible for the duties defined by the Code of Iowa and direction of the Mayor and City Council, acts as the official custodian of all City records; performs record keeping activities for all City projects, contracts, licenses and permits, meeting minutes, resolutions, and ordinances. Also responsible for all financial aspects of the city which would include accounts payable, accounts receivable, payroll, and investments.

### **ESSENTIAL JOB DUTIES**

1. Attend regular and special City Council meetings; preparation of agendas, packets, minutes, ordinances, resolutions and other records of the City Council.
2. Preparation and filing of city budget to Iowa Department of Management and County Auditor's Office.
3. Preparation and filing of city budget amendments to County Auditor's Office.
4. Preparation and filing of city Annual Finance Report to Auditor of State.
5. Preparation and filing of the Annual Perpetual Cemetery Care Report to the Insurance Division.
6. Preparation, filing, and Payment of Quarterly Reports and Payments.
7. Preparation and filing of the Outstanding Debt Obligation Report to the State Treasurer's Office.
8. Preparation and filing of the Unclaimed Property Report to State Treasurer's Office.
9. Preparation and filing of the Annual Street Finance Report to the Iowa Department of Transportation.
10. Preparation and filing of annual W-2 and 1099 forms.
11. Publication of the Annual Employee Salaries.
12. Prepare Documentation and Reports for Annual Examination with State Auditors.
13. Maintains personnel records and responsible for Payroll, including all Federal, State, IPERS withholdings and reports.
14. Ensures that directives and approved operational policies of the City are enforced, executed or delegated for compliance.
15. Process Debt Obligation principal and interest payments in June and interest payments in December.
16. Assist County Auditor with Election Process in Election Years.
17. Process monthly billing for City Council approval through Accounting Software.
18. Provides monthly bank reconciliation for all bank accounts for the City along with monthly financial and auditor reports.
19. Record and file easements, ordinances, and property sales with the County Recorder's office.
20. Prepare assessments and file with the County Treasurer's Office.
21. Sign all contracts, along with Mayor, as required for auditing purposes.
22. Post agendas, attend, and keep records for Planning and Zoning Board, Board of Adjustments, and any other city organizations/committees as appointed by the Mayor.
23. Maintain and keep projects up to date, payments made and received for grants, loans and agreements.
24. Document complaints and follow procedures for Nuisance Abatement.

25. Assist other departments with sewer reports, water reports and reading water meters when necessary.
26. Attend workshops, seminars and conferences as approved to further develop knowledge, skills and abilities in order to maintain, enhance or achieve certification
27. Clean, vacuum/mop floors, take out garbage/recycling for city hall and council chambers.

### **OTHER DUTIES**

- Communicating and developing cooperative working relationships with co-workers, Mayor and City Council.
- Performing administrative day to day tasks and developing specific goals and plans to prioritize, organize and accomplish your work.
- Communicating effectively through both written and oral skills.

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

Knowledge of business mathematics and generally accepted accounting principles.

Self-motivated to work alone or with others. Able to multi-task, prioritize, and able to meet deadlines.

Knowledge of proper English grammar and usage including business writing techniques.

Ability to proficiently operate general office equipment, such as computer (including word processing and spreadsheets programs), calculator, and copy machine.

Ability to respond to the general public with tact and courtesy.

### **EDUCATION, TRAINING, AND EXPERIENCE**

Required Education: Graduation from High School or equivalent. Preferred Education: Associates Degree or Bachelor's Degree.

Preferred Experience: At least 3 years related experience in municipal government, business, clerical, or human resource position.

Required Training: Iowa Municipal Professionals Institute to be a Certified Municipal Clerk within three years of hire.

### **WORK ENVIRONMENT**

Most work is performed indoors in a typical office setting.

1. Functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.
3. The City reserves the right to change or reassign job duties or combine positions at any time.