

Deputy City Clerk

The City of Rock Rapids, Iowa is now accepting applications for the position of Deputy City Clerk. This position performs a variety of routine and complex technical and clerical work in the administration of city government and works under the general supervision of the City Administrator. For additional information contact the City Administrator at 712-472-2553 or city@rockrapids.net, or refer to website, www.rockrapids.com. Position remains open until filled. Apply to: City Administrator, 310 South 3rd Ave, Rock Rapids, IA 51246. Rock Rapids is an equal opportunity employer.

POSITION DESCRIPTION

Class Title: Deputy Clerk

Code: 01.02

GENERAL PURPOSE

Performs a variety of routine and complex technical and clerical work in the administration of city government.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

None, generally. May supervise clerical, part-time, temporary or other staff, as assigned.

DUTIES AND RESPONSIBILITIES

Assists, as directed, in performance of the functions and responsibilities of the City Administrator as prescribed in Title I, Chapter 4, Article 10 of the City Code of Ordinances.

Assists, as directed, in the performance and functions of the City Clerk as prescribed in Title I, Chapter 4, Article 11 of the City Code of Ordinances.

Assists in the coordination of activities among various departments, agencies, offices, boards and commissions.

Performs financial activities, including: processing of receipts, disbursements, revenues, expenditures and adjustments; cash and bank reconciliation; cash receipts; verification and payment of bills; bank deposits; payroll; maintenance of fixed asset and investment records; preparation of financial statements; filing of quarterly and annual reports.

Performs personnel activities, including: maintenance of records on payroll, benefits, hours worked, time off, withholding and other personnel records and documents; answering of payroll, benefits and other personnel related questions from employees.

Performs communications activities, including: receiving the public; receiving phone calls and fax messages; communicating official plans, policies and procedures to staff and the general public; preparing notices, reports and other information materials; update and maintenance of website as needed; use of social media for disseminating of public information.

Performs cemetery related activities, including: maintenance and retrieval of records and information; answering of inquiries; billing; sale of lots.

Performs various other activities, including: filing and retrieving public records; preparing and monitoring work orders and purchase orders; supervising rental of community center; maintaining inventory of office supplies; issuing licenses and permits.

Prepares, as directed, agendas and minutes for City Council and Committee meetings.

Performs, as directed, the functions and responsibilities of the City Administrator in the absence of the City Administrator.

Participates in seminars, workshops and continuing education as appropriate or necessary.

Performs related work as required.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent; and
- (B) Four years of related experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the principles and practices of modern public administration and records management; working knowledge of modern governmental accounting principles and practices; working knowledge of payroll, benefits and accounts payable functions; working knowledge of office practices and procedures; working knowledge of office automation and computers; working knowledge of human resources and administration; some knowledge of public works field operation.
- (B) Skill in operation of listed tools and equipment;
- (C) Ability to maintain records accurately and effectively; ability to maintain effective accounting procedures; ability to accurately account for city funds; ability to establish and maintain effective working relationships with supervisors, other departments, employees, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise clerical workers and assigned staff; ability to work under pressure and/or frequent interruptions; ability to work amiably with people.

SPECIAL REQUIREMENTS

Must be bondable.

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 frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the 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 quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL

Adopted: 06-26-01
Revised: 05-14-02
03-30-20

Jason Chase, Mayor

ATTEST:

Jordan Kordahl, City Administrator

ACKNOWLEDGEMENT

By signing below, I, _____ hereby acknowledge that I have received a copy of the job description for

Deputy Clerk

I also understand that it is my responsibility to read and understand the contents of this job description. I agree to keep this job description in my possession during my employment with the City of Rock Rapids, and I agree to update it whenever provided with materials to do so.

Employee Signature _____ Date _____