City Clerk/Treasurer

City of Shueyville

**General Summary:**

Under the direction of the Mayor and City Council, performs city administrative, operational, and financial functions as required by City Council policy, State Statue, and City Code.

**Essential Duties and Responsibilities:**

* Organize work and set priorities
* As required, answers city phones and provides information and assistance to the public
* Prepare agendas for City Council, Planning and Zoning, Board of Adjustments, and Board of Appeals meetings
* Conducts the necessary research and provides support materials to aid council in making informed decisions. Carries out assignments or directives of the city council
* Attend regular and special meetings of the City Council
* Composes correspondence, reports, memos, letters, minutes, meeting notices, resolutions, and ordinances on behalf of the City Council
* Publish all legal notices as required by law
* Keep records of minutes of council meetings, type, publish and post as required by law
* Prepare clerk/treasurer report for monthly council meetings
* Process payments and prepare deposits
* Deposit funds
* Process claims for payment and prepare checks
* Handle telephone requests regarding city business
* Order supplies as needed or directed
* Prepare expenditure reports
* Prepare budget and budget amendments and supply Council with budget information
* Prepare payroll
* Prepare payroll tax reports and deposits, print and distribute employees W-2’s
* Prepare all financial reports required by law
* Reconcile monthly bank statements
* Perform other secretarial and accounting duties
* Maintain an efficient filing system
* Issue licenses and permits
* Assist council and mayor with setting up special meetings
* Receive requests, complaints and information from the public and transmits to council to process as needed, Handles when required.
* Attend all council approved training related to the position
* Attend other gatherings as appropriate related to the city
* Give tours of and assist with rentals of the Community Center
* Maintain city web site

**Skills, Knowledge and Abilities Required: Includes but not Limited to:**

Ability to exercise good judgment, maintain good interpersonal relationships and adapt to change. Ability to spell correctly, write or print legibly, speak clearly, use correct grammar. Must have proficient computer skills. Ability to organize work. Must be able to demonstrate the knowledge and skills necessary to interact appropriately and perform clerical services for government business.

**Equipment Used:**

Computer, calculator, printer, phone, FAX, and copy machine; Does perform minor maintenance activities on equipment.

**Qualifications:**

1. Education – High Scholl graduate or equivalent required. Some knowledge and/or training in an office environment preferred.
2. Experience – No experience required. Some office experience or equivalent education preferred.
3. Special Abilities – Must be able to type 40 WPM, operate a calculator and be comfortable using the computer. Must have excellent organizational skills. Must be a self-starter and have good communication skill to interact with the public and City officials. Must be bondable and comfortable handling cash and checks. Must have above average accuracy in financial and verbal record keeping. Should be competent in windows based software programs with data base, bookkeeping, and spreadsheet experience preferred. Should be able to pursue and complete Iowa Certified Municipal Clerk’s training.
4. Physical Requirements – Must be able to occasionally lift objects weighing up to 40# and carry them up to 5 feet unassisted. Must be able to sit, watch, talk and listen for prolonged periods.
5. Mental Requirements – Must have the ability to concentrate on tasks involving math calculations, analysis, interpretation, organization and planning in an environment with constant interruptions and produce extreme accuracy and attention to detail. This is a position with moderate to high stress level based on public demand, accuracy demands, accuracy requirements, time pressures and people and project management. Must be able to understand and follow directions from city council.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City Council.

**References**

**Background check including Credit Check**