

CITY CLERK

DEPARTMENT : **CITY CLERK'S OFFICE**
SALARY :
FLSA : **EXEMPT**
CIVIL SERVICE : **NOT INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Professional, administrative position responsible for coordinating all administrative, operational, financial and personnel functions and activities of the Clerk's Office. The work is performed under the general direction of the Mayor and City Council but considerable leeway is granted for the exercise of independent judgment and initiative. Supervises and coordinates the work of the Deputy City Clerk and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Plans, organizes and administers the day-to-day activities of the City Clerk's Office.
2. Coordinates the preparation of the agenda and minutes for all Council and committee meetings and the development of established ordinances, resolutions, permanent records and other official City documents.
3. Supervises the issuance of municipal permits and licenses according to municipal and State laws, ordinances and regulations.
4. Responsible for the custody and control of all official books, records, files and documents of the City Council.
5. Coordinates City elections.
6. Ensures compliance with timely publication of all City legal notices.
7. Serves as clerk and support staff and attends all meetings of the Cable Commission, City Council and other standing and ad hoc committees.
8. Develops, implements and coordinates training for City boards and commissions and establishes internal and external communication policies, programs and materials.
9. Develops and administers internal Clerk's Office policies, rules and regulations.
10. Develops annual department operating budget and analyzes and interprets operating and financial reports for City Clerk's Office and tort liability programs.
11. Administers department purchasing, expenditures and revenues.
12. In coordination with Human Resources, directs planning, organization and maintenance of City-wide payroll system and bi-weekly payroll.
13. Administers the City's risk management program including property and liability insurance. In coordination with Chief Financial Officer, conducts ongoing analysis of the associated costs for each insurance program area, prepares bid specifications, evaluates proposals and makes recommendations for purchase of insurance coverage.
14. Answers questions from elected officials, the media, other department heads, State and Federal agencies and the public regarding Clerk's Office issues.
15. Supervises, directs and reviews work of Clerk's Office; interviews, selects and evaluates staff.

16. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
17. Works independently and with others with limited supervision.
18. Attends work regularly at the designated place and time.
19. Performs all work duties and activities in accordance with OSHA, City and department policies, procedures and safety practices.
20. Performs related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Thorough knowledge of administrative practices including team building, goal setting and the development of modern office management systems.
2. Ability to function with independent judgment and skills to plan, organize and implement all activities of the City Clerk's Office.
3. Ability to supervise, coordinate and direct staff in the delivery of a wide variety of City services and programs to the Mayor, City Council and citizens of Waterloo.
4. Ability to make independent decisions, to develop rules, policies, regulations and programs for the Clerk's Office.
5. Ability to interview, select and evaluate staff and to resolve complaints, conflicts and problems with staff and the public.
6. Knowledge of the methods and techniques of preparing a fiscal year budget.
7. Personal computer skills and ability to learn variety of payroll software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
8. Ability to establish and maintain liaisons with Federal, State and other government

subdivisions, businesses, the media, civic and citizen groups.

9. Ability to keep accurate and thorough records.
10. Ability to communicate clearly and concisely orally and in writing, analyze and interpret data, review materials on a variety of Clerk's Office issues, give recommendations, review operating and financial statements and administrative reports and respond to questions, concerns and complaints from other department heads, elected officials, other government agencies, the media and the public tactfully and in a clear, concise and easily understandable manner.
11. Ability to maintain working relationships with other City employees, elected officials, Federal, State and other government subdivisions and agencies.
12. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree in business administration, public administration, office management or other related degree area with minimum three years progressively more responsible experience including supervisory experience in office environment. Several years experience as a City Clerk in a city of comparable size can be substituted for Bachelor's Degree.

OR

Associate's Degree in business administration, public administration, office management or closely related area and minimum seven years progressively more responsible experience including supervisory experience.

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Public sector experience strongly preferred.
3. Records management experience.

4. Experience with current computer technology and software applications, in particular Microsoft Word and Excel.
5. Strong oral and written communication skills with particular emphasis on communicating effectively with a wide variety of individuals.
6. Willing to attend training to become Certified Municipal Clerk.
7. If using City vehicle, must have Iowa Driver's License and good driving record based on the City of Waterloo insurability criteria.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient speech and hearing that permits the employee to communicate effectively with other employees, elected officials, Federal, State and other government subdivisions and agencies in person or by telephone.
2. Sufficient personal mobility that permits the employee to attend meetings in and out of town and physically move from one City department or facility to another.
3. Sufficient vision and manual dexterity that permits the employee to operate a personal computer, handle files and perform other administrative responsibilities.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
2. Must establish residency within Waterloo city limits.
3. Must submit to and successfully pass panel interview and subsequent interview(s) by City Council panel, the Mayor or his designee(s).
4. The City of Waterloo reserves the right to require a physical examination by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of this job classification.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must also be available outside these hours for department or City activities or meetings that require the attendance of the City Clerk including but not limited to Council Meetings. Will occasionally make out-of-City trips.