

City of Anamosa - Job Description

Full-Time
FLSA Exempt

Identification

Position Title	City Clerk/Treasurer
Department	Administration
Immediate Supervisor	City Administrator

Job Summary

Under the direct supervision of the City Administrator. To assist other sections of the Administrative Department. Deal with the public directly and via telephone. To compile and maintain permanent files and records of the city, to complete duties of the city clerk as prescribed by the Code of Iowa.

Essential Job Duties and Responsibilities

- Responsible for the preparation and entry into computer financial system all vouchers to be paid. Prepare and distribute checks for accounts payable. Verify that all budget/accounting entries are prepared properly.
- Prepares and submits a variety of financial reports for use by the city council or as required by appropriate state and federal agencies.
- Compiles, maintains and updates a variety of files and permanent record books.
- Ensures that legal documents are properly executed by arranging for signatures, certifications and recordings.
- Attends, records action and prepares minutes of all city council meetings. Also, responsible for timely publication of same.
- Ensures that legal requirements are met regarding public notices, publications and posting of city business.
- Supervises the Deputy City Clerk, Utility Billing Clerk and all other City Hall clerical staff.
- Assists City Administrator in a variety of duties as needed including but not limited to the preparation of the City budget. Also responsible for the preparation and submission of associated reports.
- Completes a wide variety of clerical tasks including filing, typing and word-processing.
- Assists with answering telephone, taking messages, responding to inquiries, collecting payments and referring calls to the appropriate persons.
- Directs and administers election proceedings as required by the Code of Iowa.
- Readies final financial activity records for annual audit and helps coordinate review with the auditors.
- Oversees the General Administration Department in the absence of the City Administrator.

- Must be able to work within a team concept.
- Must follow all policies of the City as well as those listed in the City's Personnel Manual. Must follow established departmental policies.
- Work with the public that come to City Hall. Answer questions and assist them.
- Perform related duties as assigned.
- Must work well with a variety of people, timelines and pressure situations.

Physical and Environmental Conditions

Ability to transport self from building to building and to attend various functions and meetings at other sites either within or outside of the City.

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. 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 sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk or stand. Specific vision abilities required by this job include close vision.

The noise level in the work environment is usually moderate

Required Education, Experience, and Certification

- Bachelor's degree in accounting, finance, business administration or related field from an educational institution accredited by a DOE recognized accreditation body.
- Five years responsible administrative experience, preferably in city government.
- Shall be bondable
- Shall be or become a member of IMFOA

Preferred Education, Experience, and Certification

- Advanced degree in accounting, finance, business administration or related field from an educational institution accredited by a DOE recognized accreditation body.
- Five or more years of experience in city government as a Clerk or Finance Officer.
- Certified Municipal Clerk and or Certified Municipal Finance Officer

Knowledge, Skills, and Abilities

Knowledge of principles and techniques of public administration including public finance, planning, and zoning. Skills in management, decision making, written and verbal communication, public relations, and interpersonal relations. Ability to read and

understand technical materials, reports, and journals and prepare administrative documents. Ability to develop and present mathematical budget information. Ability to effectively communicate, both orally and in writing, to residents, the City Council, and employees.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.