

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	City Clerk	DEPARTMENT NUMBER	620
REPORTS TO (TITLE)	City Administrator	JOB FAMILY	Clerk
PAY GRADE	9	DATE OF LAST REVIEW	June 2024

NATURE OF WORK
<p>This level of the Clerk Series is a specialized clerical administrative position appointed by the City Council. This position is responsible for the maintenance and retention of official city records of the City Council, the official minutes, ordinance and resolution books, supervision of the City Clerk’s office, prepares Council, and Board of Health agendas and packets, records and transcribes the minutes of said meeting. Work is performed in accordance with the laws and regulations under the general direction of the City Administrator. This position is charged with custody of deeds, contracts and abstracts, as well as keeping of all ordinances, resolutions, minutes and the City of Ottumwa Municipal Code. The office publishes public notices, ordinances and minutes as required by law. The City Clerk’s office assists both staff and the general public in researching information.</p> <p>This position requires the ability to handle and maintain the confidentiality of sensitive information with the utmost discretion and professionalism.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Maintains and scans office files and meeting documents for archival, retention and retrieval purposes; Utilizes appropriate computer software and maintains permanent records.
2.	Attends Council meetings and Board of Health meetings as official record keeper; prepares Council packets; proofs for accuracy and completeness; and routes minutes to the appropriate personnel; publishes minutes according to Iowa Code §372.13(6); assembles and distributes information in a timely and accurate manner for meetings, including all minutes, correspondence, ordinances, resolutions and notices.
3.	Coordinates electronic public records including council meetings, ordinance, resolutions, agendas, minutes and by-laws; ensures that Council information is posted to the internet site in a timely and accurate manner; ensures files are indexed and organized; Provides information to the public and departments on City ordinances, resolutions and policies.
4.	Provides information and issues licenses and permits regarding City requirements (ex. liquor licenses, dog tags, parking permits, peddler licenses, etc.); Ensure that all license applications and required documents are provided by residents and business owners, before being issued. May include tracking, billing and follow-up on all.
5.	Oversees requests from general public (ex. Freedom of Information Act – FOIA requests, petitions, etc.) pertaining to public business. Receipt, assignment of number and retrieval of request is handled in accordance with Iowa Code §22.

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
6.	Customer Service at the City Clerk's Counter; open/close counter on a daily basis; ability to have a kind and friendly disposition to any/all patrons that visit establishment; knowledge of principles and processes for providing services; ability to communicate through different modes (council, general public, city staff) and prioritize resolutions.
7.	Receive official bids, RFP's , RFQ's for any/all City projects and open promptly at their designated deadline; retain bid securities until projects are awarded and completed and return to their appropriate submitter.
8.	Issues License Plates to internal City departments as needed; keep spreadsheet and records of all purchased vehicles.
9.	Provides high-level administrative support and assistance to the Mayor and other assigned leadership staff.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
Manage entire City election proceedings for Mayor and/or City Council
Receives and files applications for Boards and Commissions; notifies appointees to Boards and Commissions regarding tenure and duties of office. Provide Oath of Office for all Boards and Commissions.

DIRECTION PROVIDED
Evaluates and signs performance reviews, approves timecards, conducts job interviews, rewards/disciplines, etc. of all regular employees, part-time employees or contract employees in the City Clerk department

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS
Associate's Degree or a two-year technical certificate in public or business administration, finance or related field.
AND
3 years of experience in office and/or public administration, record keeping and computer knowledge.
OR
An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS
Valid driver's license.
Municipal Clerk Certification preferred

SKILL/ABILITIES REQUIREMENTS
<ul style="list-style-type: none"> • Principles, practices, and objectives of public administration; • Legal requirements for maintenance and retention of official records; • Modern office procedures and equipment; • Knowledge of office administration; • Record keeping and maintenance of official records;

- Data collection and interpretation;
- Computers and related software applications;
- Typing and word processing;
- Read and comprehend local, state, and federal laws;
- Operation and maintenance of office equipment;
- Maintaining confidentiality;
- Prioritizing and assigning work; ability to work under time sensitive deadlines;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Ability to use computers and relevant software (ex.: Microsoft Office, Laserfiche). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by CHM
December 2023	Updated by PDQ by BC
June 2024	Updated by Departmental feedback by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.