

Job Title	Deputy City Clerk	FTE	1.0000/Permanent
Department	Administration	Reports To	City Clerk
FLSA Status	Non-Exempt	Supervisory Responsibilities	Janitorial Staff

Job Summary Provide assistance to the City Clerk in the principal activities associated with daily business with City Officials and citizens; ensure that the City Clerk’s Office continues to operate efficiently and effectively in the absence of the City Clerk.

Salary Range \$ 18-25 per hour dependent on qualifications

Job Responsibilities

General Housekeeping Duties

- Open and close the office in the absence of the City Clerk.
- Ensure the City Hall building is well maintained and cleaned. This includes any oversight of any housekeeping employees or maintenance vendors for the Memorial Hall and City Hall buildings.

Customer Service Representative Duties

- Primary City Employee in charge of initial customer service-related matters.
- Handle citizens’ requests for copies, payments, complaints, questions, etc.
- Keep City Clerk, Public Works Superintendent, Police Chief, and Mayor informed of current issues.
- Respond to email inquiries or forward them to the appropriate person.
- Open and distribute mail; sign for packages and route them to the appropriate person.
- File and maintain pertinent records.
- Fulfill open records requests.
- Schedule park pavilion reservations and ensure timely and complete documentation. Prepare reservation cards for the Public Works Department to post.
- Collect key deposits for park pavilion and Memorial Hall events and distribute facility keys.
- Receive customer inquiries and complaints in person or by telephone.
- Collect documentation and fees for animal licenses and golf cart and ATV permits and forward to Police Chief.
- Collect payment for extra refuse stickers.
- Report street light issues to utility companies.
- Issue peddler, transient merchant, and solicitors’ permits.
- Distribute, collect, forward, record, and file applications for building permits and connections to public utility services, including any applicable fees.
- Backup for: receiving variance application and fee and receiving rezoning application and fee.

Payroll Duties

- Record time accurately on own time card.
- Backup to the City Clerk for the following tasks:
 - Process payroll and assist City Clerk with monthly, quarterly, and annual reporting.
 - Maintain payroll files in accounting software.
 - Monitor and update vacation, personal, sick, compensatory, and other paid leaves for compliance with the employee policy manual.

Accounts Payable Duties

- Receive and distribute invoices for department head approval.
- Schedule invoices for payment.
- Prepare claims report for Council review.
- Prepare, sign, and distribute checks.
- File and maintain accounts payable records.
- File tax refund forms with the State of Iowa.
- Request and maintain complete vendor files including W-9's.
- Send tax exempt certificates to vendors.
- Assist in the preparation of 1099's.

Utility Billing Duties

- Remove all items from drop box daily (payments, facility keys, correspondence, etc.).
- Plan and perform billing for municipal utilities; maintain records of revenue and consumption; prepare monthly utility bills for each customer and mail according to City Code.
- Prepare, mail, and track billing for bulk water purchases.
- Prepare monthly meter reader file and input monthly water meter readings into computer system, review and compare usage for accuracy or possible malfunctioning meters.
- Refer re-reads and malfunctioning meters to Public Works department in a timely manner.
- Process physical and electronic utility payments for computer entry and prepare bank deposits.
- File and maintain utility records, including meter reading books and billing stubs.
- Prepare documents for new customers and collect utility deposits.
- Close utility accounts and prepare final billing and utility deposit refunds.
- Prepare, maintain, and mail public utility notices and surveys as prescribed by law.
- Prepare penalties and notices for delinquent utility accounts in accordance with City Code.
- Refer payment arrangements and liens for delinquent utility bills to the City Clerk.

Council Meeting Duties

- Assist City Clerk with preparing City Council agendas and supporting packet documentation.
- Assist City Clerk with City Council meeting room preparation.
- Post public notices as required.
- Attend and prepare minutes for City Council meetings in the absence of the City Clerk.

Board of Adjustment Duties

- Place information about how to file a variance on the website.
- Receive variance application and fee.
- Schedule Board of Adjustment meetings as needed, allowing time for all required notifications, per Code, prior to the meeting.
- Draft agendas and public notifications.
- Publish and mail public notifications as necessary.
- Attend Board of Adjustment meeting and prepare official minutes.
- Communicate official decision to applicant.
- Record variance on property records at Dubuque County.

Planning & Zoning Commission Duties

- Place information about how to file a rezoning request on the website.
- Receive rezoning application and fee.
- Schedule Planning & Zoning Commission meetings as needed, allowing time for all required notifications, per Code, prior to the meeting.
- Draft agendas and public notifications.
- Publish, mail, and distribute public notifications as necessary. Provide signs and communicate posting requirements to applicant.
- Attend Planning & Zoning Commission meeting and prepare official minutes.
- Prepare rezoning documents as needed and coordinate for City Council review.
- Record any rezoning decision on the official City of Farley Zoning map.
- Work with the Planning & Zoning Commission on other property related topics, such as: Comprehensive Plan, future land use, plats, developments, etc..

Marketing/Communication

- Work with the Marketing/Communication Committee to properly strategize, organize, and develop new and effective communication with the public. This includes, but is not limited to: web site updates, social media updates, text communications, banners, flyers, and other public notices or advertisements.
- Work with the Farley Industrial Development Committee to develop joint communication efforts.
- Work with the Park board to develop joint communication strategies.
- Selling advertisements for park board; fields
- Advertise and market the semi-annual garage sale program.

Grant Writing

- Assist in seeking, coordinating, and writing grants that help facilitate economic development, parks and recreation, public safety, and other city infrastructure needs for the City of Farley or its affiliate organizations.

Other Duties

- Serve as a Notary Public
- Attend workshops and seminars as approved to further develop knowledge, skills, and abilities. Progress towards a Municipal Officer I certification is encouraged.
- This position requires regular attendance at the worksite during the hours specified in the Personnel Handbook.
- The position does also require the attendance at meetings outside of normal hours such as: park board meetings, FIDC meetings, and council committee meetings. This position may occasionally attend regular or special city council meetings when the city clerk is unavailable.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

Equipment Used

Automobile, computers, telephone, calculator, multifunction printer/copier/scanner/fax machine, tablets, TV, video display equipment, meter reading equipment, paper cutter.

Qualifications

- Education: High School Graduate or equivalent required. College credit or experience is preferred, particularly in areas of accounting, business, or communication.
- Experience: Experience in an office environment required, with governmental office experience preferred. A basic knowledge of Windows and Microsoft Office are preferred.
- License/Certification/Endorsements: Must hold a valid driver's license. Must be bondable.
- Special Abilities: Must have excellent verbal and written skills; have good organizational skills, be a self-starter, and have good communication skills to interact with staff, elected officials, and citizens in a professional manner; must be comfortable handling cash and checks and have above average accuracy in financial and verbal record keeping.
- Physical Requirements: Requires clarity of vision 20" or less, and 20' or more, as well as eye/hand coordination, manual/finger dexterity and motor coordination. Minimal physical strength requirements involving the moving, lifting, pushing, carrying, and pulling of objects weighing up to 25 pounds. Must be able to stand, sit, listen, and watch for extended periods of time.
- Mental Requirements: Must have the ability to concentrate on tasks involving math calculations, analysis, interpretation, organization, prioritization, 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 levels based on customer demands, accuracy requirements, time pressures and people and project management; must understand and follow all employee conduct policies; must be able to understand and properly follow directions from supervisors.

Disclaimer

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not, however, reflect the only duties performed. The City of Farley retains the right to change the job duties included in this job description at any time. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Farley reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Farley. I understand that I may be required to work different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Farley has a similar right.

New Employee: _____
Signature *Printed Name* *Date*

City Clerk: _____
Signature *Printed Name* *Date*

Mayor: _____
Signature *Printed Name* *Date*