

City Clerk of Thornton

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Job Description: Under administrative direction of the City Council, this position plans, organizes, provides oversight to and participates in all City Clerk functions, including retaining custody of and maintaining the City's official records and history as required by Iowa Code; ensuring legal notification of various Council meetings, and preparing agenda materials and minutes for City Council meetings; serves as a liaison between City government and citizens.

RESPONSIBILITIES:

- Citizen Interaction
 - Maintain City Hall office hours as set by the City Council
 - Respond to citizens' requests, issues and complaints; refer to Mayor, City Council and City Attorney as needed.
 - Notify citizens of public nuisance issues
 - Document all sales.
 - Notify and assist applicants for liquor licenses and cigarette permits
 - Manage Building Permit process

- City Council
 - Prepare all documentation required for meetings. This documentation includes but is not limited to: meeting agenda, minutes from prior meetings, financial reports, County Sheriff report.
 - Distribute documentation as requested. Provide minutes of the meetings to newspaper.
 - Schedule committee and special meetings; process minutes as needed.

- City Services (Water, Fire Department, etc)
 - Enter service usage into computer billing system.
 - Create and send bills to users of the services; notify delinquent accounts of payment requirements

- Accounting / Payroll / Budget
 - Complete all banking transactions – deposits, withdrawals, statement reconciliation, investments. Keep accurate records of all transactions.
 - Create payroll checks; develop and send all payments required to government and other agencies, create end of year tax documentation.
 - Develop budget worksheets / schedule City Council Budget Workshop
 - Correctly assign all revenues and expenditures to appropriate accounts
 - Manage process to amend budget

- City Administration
 - Develop and submit all federal and state reports including the Annual Financial Report, OSHA, Debt, Monthly Census, Census reporting
 - Manage reporting / inspections required by insurance companies
 - In conjunction with county, manage election requirements
 - Assist with providing information for grant applications for local non-profit groups as needed
 - Maintain relationship with the Department of Health / Public Health Nurse's Office
 - Organize and file paperwork for efficient retrieval; Retain documents as required by Iowa law.
 - Maintain computer and complete software upgrades

- Other tasks as deemed necessary by City of Thornton City Council and Mayor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be willing to work in a self-directed environment requiring adaptability, quick learning and excellent problem-solving skills. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION

- Requires high school graduation or equivalency.

KNOWLEDGE / SKILLS

- Advanced verbal and written communication skills.
- Ability to write reports and correspondence
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals
- Skill in organizing resources and establishing priorities
- Ability to make administrative decisions and judgments
- Above average accuracy in financial and verbal recordkeeping.
- Able to learn and use computer applications
- Knowledge of office equipment use and maintenance.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior/office work environment.
- No or limited physical effort required.
- No or limited exposure to physical risk.