

POSITION: City Clerk/Administrator

FLSA CLASSIFICATION: Exempt

FACILITY AND WORK AREA: City of Britt City Hall and other areas generally within the City of Britt.

JOB SUMMARY

Under administrative direction of the Mayor and City Council, performs work in overseeing and administering the operations of the Public Works, Fire, and Parks and Zoning Departments. Ensures that all business functions and affairs of the City are conducted in accordance with approved methods and in an efficient manner. Performs duties in the coordination of all phases of municipal activities as directed by the Mayor and City Council.

Examples of Essential Job Functions

1. Ensures that City Council directive and approved operational policies of the City are enforced, executed or delegated for compliance.
2. Consults with and advises other City employees to assist in prioritizing work items, resolving problems and communicating needs and activities of the City.
3. Supervises all City departments except the Police Department, including evaluation, promotion, approving the use of leave, and the recommendation of all disciplinary action.
4. Regularly communicates problems, needs and general condition of the City to the Mayor and City Council.
5. Attends, records activities and prepares minutes of all City Council meetings; prepares and distributes meeting agendas to the City Council, including any instructional or information supplements.
6. Ensures that legal requirements are met regarding public notices, publications and posting of City business.
7. Authenticates and signs City records, measures and actions including the time and manner of publication in the manner prescribed by law.
8. Maintains for public use copies of all effective ordinances and codes.

9. Prepares of the City's budget; monitors spending throughout the year.
10. Directs the purchasing of all materials, supplies and services as budgeted or appropriated by the City Council.
11. Supervises the management and upkeep of City-owned facilities.
12. Supervises the selection and hiring process for all employees. Interviews all persons prior to employment and recommends to the Mayor and City Council all matters pertaining to hiring, discharge and compensation.
13. Evaluates and issues a variety of licenses and permits.
14. Prepares monthly budget status reports for review with the City Council.
15. Plans, formulates and recommends short and long range maintenance and capital improvement programs that will improve departmental effectiveness, efficiency and environment.
16. Plans, coordinates and directs the City's grant application activities, including grant writing and administration.
17. Supervises the performance of all contracts for work and services to be done by or for the City.
18. Attends a variety of meetings and acts as the City's representative to officials of other municipalities, federal and state agencies, and the public.
19. Evaluates, develops and updates operating policies and procedures to ensure City affairs are conducted in a modern and efficient manner.
20. Authorizes and coordinates appropriate action during emergency situations.
21. Administers oaths of office to City Officers as required by local or state statute.
22. Responsible for investment of all idle City funds; supervises processing of investments at maturation.
23. Supervises and bears responsibility for processing daily receipts and related activities as required.
24. Prepares and distributes payroll checks for City employees; Maintains payroll deduction records and remits payments to appropriate agencies.

25. Maintains personnel records; retains all pertinent information for each employee's personnel file.
26. Serves as the City's safety compliance officer.
27. Prepares and maintains a comprehensive human relations program; Identifies and addresses training needs in staff; monitors work of subordinates; takes actions to correct deficient performance of subordinates; completes annual performance evaluations of staff.
28. Performs many duties involving confidential data; responsible for informing subordinate staff of legal and ethical issues involved with the use of confidential data.
29. Addresses and, if possible, resolves employee grievances in accordance with the established grievance procedure.

Other Job Duties

1. Assists all City departments as necessary
2. Attends workshops and seminars as approved to update knowledge and skills.
3. Answers phones and greets persons as necessary.
4. Performs other duties or assumes other responsibilities as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Physical Characteristics of the Job: Light work requiring the exertion of up to twenty (20) pounds of force occasionally, ten (10) pounds of force frequently or up to ten (1) pounds of force constantly to move objects.

Environmental Characteristics: The work is performed primarily in an office environment. The work may expose the incumbent to visual strain, unpleasant social situations, irregular work hours and significant work pace pressure.

EQUIPMENT AND MATERIALS USED

Personal computer, computer printer, general office equipment, calculator, dictionary, personnel policy manual, Code of Iowa, Federal Register, telephone, mobile radio, fax machine, copier machine.

EMPLOYMENT STANDARDS

Required Knowledge, Skills and Abilities

- * Ability to solve a wide range of intellectual and practical problems.
- * Ability to perform advanced statistical and mathematical techniques.
- * Ability to report, write or edit articles for publication; ability to prepare deeds, contracts, resolutions or ordinances; ability to have substantial contact with people; ability to evaluate technical data.
- * Knowledge of the organization, functions and problems of municipal government; considerable knowledge of municipal, county, state and federal community-related statutes.
- * Knowledge of the principles and methods of public administration and public finance; ability to utilize computers for financial and word processing functions.
- * Comprehensive knowledge of the principles, practices, liabilities and methods of staff supervision and direction.
- * Ability to develop policies, plans and procedures.
- * Ability to establish and maintain an effective working relationship with coworkers and the general public.

Education Training and Experience

Required Education: Bachelor's Degree majoring in accounting, finance or public administration.

Preferred Experience: At least one year related experience in municipal government.

Required Special Qualifications

1. Shall be bondable.
2. Shall reside within the City of Britt.
3. Shall become an Iowa certified Municipal Clerk/Finance Officer.
4. Shall generally be available for off-hour emergencies.