



Employment Opportunity - City Clerk

The City of Elkhart, Iowa is currently accepting applications for the position of City Clerk. Salary range: \$60,000+ DOQ, with full benefit package.

A growing community located in central Iowa and just 20 minutes from downtown Des Moines, Elkhart has a population of approximately 1,200. The position is under direct supervision of the City Administrator and coordinates financial accounting and reporting activities. This position processes accounts payable, performs bank reconciliation, processes payroll, maintains employee files, assists in maintaining source documentation for regulator and grant compliance, calculates and processes journal entries, assists in the preparation of the city budget, coordinates TIF certification, files annual reports with the State of Iowa, attends and records minutes of City Council meetings, and performs other duties as assigned. This position may occasionally require working evenings. This full-time position is compensated on a salary basis.

Bachelor's degree in related field preferred. Direct experience in the field may be substituted for education in a two for one year ratio. Valid driver's license required. Must be bondable. Municipal experience, and CMC are desirable.

Full position description is available at: www.elkhartiowa.com. Applicants must submit resumes **by 4:00 p.m. on or before May 3, 2024. Expected start date of June 1, 2024. Electronic submissions are preferred.**

Please send resume, cover letter, and salary history to:

City of Elkhart – Katie Wilson, City Administrator
elkhartcityadministrator@cityofelkhart.com

260 NW Main St.
Elkhart, IA 50073
515.367.4735



CITY OF ELKHART CITY CLERK JOB DESCRIPTION

Title: City Clerk
Department: City Hall
FLSA: Exempt
Reports To: City Administrator

JOB SUMMARY:

The City Clerk is appointed by majority vote of the City Council. The City Clerk serves in an administrative and supervisory role responsible for recording, filing, coordinating, and supplying upon request all official transactions of the City, enforcing certain business-related permits, and serving as a central information source for City activities. Work is performed under the City Administrator with further oversight by the City Council and involves strong accounting skills as well as planning and communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes, ordinances, resolutions, and other records of City Council action with proper legislative terminology, recording, indexing, and filing the same for the public record; in cooperation with the City Administrator.
- Leads approach to preservation of City historical records, recommending and implementing continuous process improvement to meet changing state and federal regulation.
- Processes semi-monthly payroll.
- Performs accounts payable duties along with communicating with vendors
- Files quarterly and annual reports including the Annual Financial Report and Urban Renewal Report as required by the State of Iowa.
- Supervises deputy clerk.
- Manages employee onboarding and set up processes.
- Manages special projects as assigned by the City Administrator.
- Assists City Administrator with City Council meeting agenda and packet preparation, posting and distribution.

- Assists City Administrator with preparation of city budget and budget amendments.
- Ensures that legal requirements are met regarding public notices, publication and posting of City business.
- Authenticates and obtains signatures on approved documents and distributing documents to the appropriate parties following execution, including the time and manner of publication in the manner prescribed by law.
- Responsible for maintaining Resolution and Ordinance official record books.
- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring City certification; catalogs and files all City records.
- Issues and maintains records of various permits and licenses as approved by the City Council.
- Acts as official Election officer for the City.
- Performs other duties as assigned.

SUPERVISORY EXERCISED AND RECEIVED:

Receives general direction from the City Administrator.

Exercises direct supervision over Deputy City Clerk in department.

Required Knowledge, Skills and Abilities:

- Strong accounting and problem-solving skills
- Exceptional verbal and written communication skills
- Extensive knowledge of administrative and clerical procedures
- Disciplined time management skills with a proven ability to meet deadlines
- Hyper-focused organizational skills and attention to detail
- Ability to work independently
- Knowledge of local, state, and federal laws, and government regulations
- Proficient with municipal software and standard office equipment
- Proficient with Microsoft Office Suite, especially Excel

Education, Training and Experience:

Bachelor's Degree in accounting or finance preferred. Direct clerical experience in the field may be substituted for education in a two for one year ratio. Valid driver's license required. Must be bondable.

Municipal experience and Certified Municipal Clerk (CMC) are desirable. Experience with gWorks is a plus.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS LANGUAGE ABILITY

Ability to establish and maintain effective working relationships with the public, City Council, City employees, vendors, and other agencies. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to analyze financials and problem-solve to meet the City’s needs.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 of hands, and reach with hands and arms. The employee frequently is required to talk or hear. The employee must be able to understand conversations occurring at normal voice volume from at least 40 feet. The employee is occasionally required to stand, walk, climb, or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

Office environment; working closely with others and alone; high levels of public contact.

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 Employer 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 Employer. I understand that I may be required to work overtime, 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 Employer has a similar right.

Date

Employee’s Signature

Date

City Administrator’s Signature

The City of Elkhart is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with

disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.