

CITY OF MEDIAPOLIS

JOB DESCRIPTION

TITLE: Deputy Clerk

DEPARTMENT: City Clerk's Office

LOCATION: Mediapolis, IA

POSITION REPORTS TO: City Clerk, receives work direction from City Clerk, Mayor and City Council

POSITION FUNCTION: Provides assistance to City Clerk in the principal activities associated with daily business with city officials and citizens, ensure that Clerk's office continues to operate efficiently and effectively in the absence of the City Clerk.

WORK HOURS: Approximately 24 Hours Per Week

1. Additional hours/days being added for covering for the City Clerk, should she be ill, on vacation, or attending a meeting or training class.

MAJOR RESPONSIBILITIES:

1. **Citizen Interaction- in person or over the phone and assist with questions and concerns on a daily basis:**
 - a. Reserve city hall, collects fees, passes out keys and makes sure rental agreement is signed.
 - b. Takes information and able to answer questions about truck/dumpster use and large item and appliance collection and informs public works department of requests.
 - c. Takes complaints/concerns and compliments for public works department and passes along information to Public Works Foreman.
 - d. Takes nuisance complaints, types up necessary forms for council, takes photos, and mails out information to property owner if council deems it necessary.
 - e. Provides information about refuse collection and recycling.
 - f. Provides information and necessary forms for building and sign permits, sidewalk replacement programs and keeps accurate records of same.
2. **Customer utility accounts:**
 - a. Assist with and/or run monthly billing
 - b. Enter charges for dumpsters/large items.
 - c. Set up new accounts and collect deposits.
 - d. Track customers moving from one location to another and arrange for final readings when necessary.
 - e. Accept payments and make deposits.
 - f. Set up and process ACH payment accounts.
 - g. Apply late fees and send out disconnect notices.
 - h. Process disconnect list for public works department and collect reconnect fees

and deposits if necessary.

- i. Ability to answer questions about utility billing accounts and billing and collection procedures.

3. Financial:

- a. Assist with and/or prepare council reports for meetings in the absence of the city clerk.
- b. Assist with and/or prepare invoices and payments prior to council meeting in the absence of the city clerk.
- c. Assist with and/or prepare month end reports in the absence of the city clerk.

4. Payroll:

- a. Assist with all facets of payroll.

5. Other Administrative Duties

- a. Planning and Zoning and Board of Adjustment meetings.
 - i. Work with City Clerk on preparing reports for either body as needed, ensuring publication notice requirements are met, mail notices as needed, provide information to board members and citizens seeking the hearing, file all related documents, and advise council of action taken by either board.
- b. City Council meeting.
 - i. Work with city clerk on preparing reports as needed and supporting documents for council meeting, prepare minutes and publish in the required period timeframe.
- c. Assist with preparation and mailing of quarterly newsletter.
- d. Maintain the City website and Facebook page.

6. Other Duties:

- a. Type any correspondence/reports for public works department.
- b. May be required to attend council meetings in the evening hours when clerk is absent.
- c. Cleaning city hall as needed
- d. Other duties as needed

CONTACTS: Has daily contact with city clerk. Frequent contact with Public Works Department, Librarian, Mayor and Council. Will also have contact with vendors, bank employees and local merchants.

EQUIPMENT USED: Phone, computer, copy machine, calculator. Will perform minor/routine maintenance on such equipment.

QUALIFICATIONS:

Education: High school diploma required. Knowledge or training in office environment preferred.

Experience: Some office experience would be preferred. Experience with Edmunds GovTech software is a plus.

Special Abilities: Must be computer literate and be able to operate a calculator. A basic knowledge of Windows based software is a plus. Must have good organizational, communication skills and be a self-starter. Must be bondable and comfortable handling cash and checks. Must have above average accuracy in written and verbal record keeping.

Physical Requirements: Must be able to occasionally lift heavy objects up to 30# and carry them five feet unassisted. Must be able to sit and listen for long periods.

Mental Requirements: Must have ability to concentrate on tasks within an environment of interruptions and still produce extreme accuracy and attention to detail. This position has high stress levels based on customer demands and time pressures. Accuracy and problem-solving skills are necessary. Ability to handle issues without direction from anyone else is necessary as this person may be working alone. Must understand and follow all employee conduct policies and be able to understand and follow directions from supervisors.

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