

# City of Missouri Valley, Iowa

**Employer:** City of Missouri Valley  
**Department/Division:** Administration  
**Facility/Location:** City Hall  
**Job Title:** City Clerk/Administrator

**Immediate Supervisor:** City Council/Mayor  
**FLSA Status:** Exempt  
**Shift:** M-F; 8 a.m. to 5 p.m.

**Job Summary:** Performs a wide variety of office procedures necessary for efficient functioning of the City. Job entails: all City and Utility financial processes, non-police personnel supervisory functions, City recordkeeping requirements and payroll processing. Responsibilities include in-person communications with customers.

## Essential Functions

1. Attends and records activities and prepares minutes for all City Council meetings. At the direction of the Council, attend meetings of committees, boards and commissions. Record and preserve a correct record of the proceedings of such meetings in the manner prescribed by law.
2. Issue or revoke licenses and permits and keep a record of licenses and permits issued and revoked.
3. Coordinates, supervises, and evaluates City employees except Police Department as outlined in the Knowledge, Skills and Abilities Section on Page 2.
4. Maintains personnel records and retains all pertinent information for each employee's personnel file, medical, and workers compensation records.
5. Oversees all City financial concerns including preparation of budgets, monthly and annual reports, accounts payable, accounts receivable, utility billing, treasury and investment functions, capital projects, bonding administration, banking and payroll preparation.
6. Meets and engages customers (residents) with in-person communications.
7. Safety and insurance responsibilities:
  - a. Review of all issues relating to the injury of an employee or incidences resulting in property damage.
  - b. Works with the City's insurance companies.
8. Recordkeeping and communication responsibilities:
  - a. Assists individuals with appointments, information, licenses, and permits.
  - b. Assists in locating information for supervisor, department heads, other employees, boards, and the public as necessary;
  - c. Makes copies of and prepares drafts of letters, memorandums, presentations, press releases, requests for proposal, forms, and contracts as assigned.
  - d. Answers correspondence, and prepares outgoing mail.
9. Operates office machines such as typewriter, postage, calculating, and copy machines.
10. Other duties as assigned.

Physical Demands	Description	Essential Function(s)
<b>Sitting</b>	Sit for up to 1 hour at a time to work at desk.	1,2,3,4,5,6,7,8,9,10
<b>Standing</b>	Stand for up to 1 hour at a time to perform mail work.	1,2,3,4,5,6,7,8,9,10
<b>Lifting</b>	Lift up to 40-pound box of paperwork from floor to 80 inches (step stool available).	1,2,3,4,5,8,10
<b>Pushing</b>	Push up to 8 pounds to access filing cabinets at heights from floor to 56 inches.	1,2,3,4,5,8,10
<b>Pulling</b>	Pull up to 8 pounds to access filing cabinets at heights from floor to 56 inches.	1,2,3,4,5,8,10
<b>Hand Coordination</b>	Bilateral hand coordination to write, type, use mouse, and handle paperwork.	1,2,3,4,5,6,7,8,9,10

## Exposures

- Typical office environment.

## Knowledge, Skills, and Abilities

### • **SUPERVISORY ABILITIES REQUIRED:**

- Ability to coordinate, supervise, and evaluate City employees except Police Department.
- Ability to oversee hiring, promotion and termination of employees and determine compensation for all employees subject to the approval of Council.
- Ability to manage all personnel functions/matters related to employee relations, including collective bargaining negotiations when needed, oversight of staff training, and employee development.
- Ability to resolve employee grievances and handle discipline of employees in a matter consistent with established procedure, subject to requirements of state law.
- Experience working with a computer and accessing information via a computer system. Experience working with vendor software systems. Proficient skills with Microsoft Excel, Word, and email.
- Strong customer service orientation and skills. Detail oriented. Ability to clearly and verbally communicate with customers regarding City and State Ordinances.
- Shall be available for off-hour emergencies and/or work assignments.
- Shall attend conferences and workshops to update and maintain knowledge and skills, as approved by Council.

### **Personal Protective Equipment (PPE)**

- All PPE necessary to perform the essential job functions.

### **Licenses, Certifications, and Residency Requirements**

- A minimum of a two-year degree in accounting or equivalent work experience and training that provides the required ability, knowledge and skills, with current Certified Municipal Clerk designation preferred or willing to obtain within 2 years of hire and maintain designation.
- Must be able to possess or obtain a valid Iowa Driver's License and have a good driving record for the past three years.
- Must be bondable.
- Residency within **fifteen (15) minutes (traveling at posted speed limit)** of the building or facility to which they normally report to work.

### **Recommendations/Comments:**

*The City of Missouri Valley retains the authority to change the job duties included in the job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.*

### **Document History**

Date	Description
10-2021	Updated

### **Definition of Terms**

Term	Definition
• <b>Essential Functions</b>	• Those tasks that meet the definition of "the reason the position exists."

***Please read and sign:***

I acknowledge receipt of this job description and understand my duties and obligations as outlined. I further understand that this job description does not imply a contract and that employment at the City of Missouri Valley is “at will” and may be terminated at any time with or without cause for any reason at the discretion of the City of Missouri Valley.

I have been provided a copy of this job description: \_\_\_\_\_

I have read and understand the job requirements as identified above: \_\_\_\_\_

To the best of my knowledge, I am able to perform the essential job functions with or without reasonable accommodations (as listed here):

---

---

---