



JOB DESCRIPTION

POSITION: DEPUTY CITY CLERK
DEPARTMENT: ADMINISTRATION

REPORTS TO: CITY CLERK
FLSA STATUS: NON-EXEMPT

SUMMARY:

The individual shall assist the City Clerk & City Administrator in the administration of municipal affairs by performing such general office work, bookkeeping, building permitting and zoning relating to municipal government as prescribed by state or city code and as directed by the Mayor and City Administrator

EQUIPMENT USED:

Office equipment including personal computers, copiers, fax, utility meter reading handhelds

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.

- In City Clerk's absence, attend City Council meetings and provide an accurate recording of the City Council proceedings; preparation and publication in the manner prescribed by law of the agenda, minutes, ordinances, resolutions and other records of City council action with proper terminology, recording and filing the same for the public record.
- Assists in the preparation and distribution of meeting agendas to the City Council and other Boards and Commissions, including any instructional or information supplements.
- Assist Clerk with reconciling Accounts Receivable for Utility Billing, Peosta Community Centre ACH Customers and Credit Cards Receivable Accounts.
- Provide backup to City Clerk regarding payroll duties: prepare bi-weekly payroll, to include benefit accruals for vacation, sick and compensatory time earned.
- Participate in account payable/receivable as necessary, produce claims reports
- Perform utility billing duties as necessary to support the process: new account setup, maintenance of files, meter reading interface functions, penalty calculations, bill print, ACH processing and shut offs.
- Manage all city permitting processes (building, electrical, mechanical, plumbing, stormwater and excavation permits) including all applicable communication with contractors, inspectors, city staff, etc; fee collection; and certificate distribution.
- Prepare daily and weekly deposits for city and PCC funds including balancing of receipts, reconciling of reports and preparation of deposit paperwork.
- Coordinate Keep Iowa Beautiful committee activities, represent department in all park

development initiatives.

- Support development of short and long-range plans. Gathers, interprets, and prepares data for studies, reports, and recommendations. Coordinates department activities with other departments and agencies as needed.
- Serve as lead in community development initiatives; work with community groups, businesses, non-profits, schools to encourage collaboration and shared growth.
- Attends workshops and seminars as approved to further develop knowledge, skills, and abilities in order to maintain, enhance, or achieve certification in various areas of expertise.
- Assists the City Administrator with the coordination of Planning and Zoning activities and correspondence
- Assures that all work performed meets the City's standards for customer service, accuracy, quality, and efficiency.
- Assures that the City's mission, goals and objectives are fully supported and initiated.
- Performs other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

- High school graduation or equivalent and three (3) years of experience in accounting or administrative support.
- Strong customer service orientation and skills. Detail oriented. Ability to clearly and verbally communicate with customers regarding City policies and practices.
- 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.
- Subject to a post-offer physical, physical capacity test, drug and alcohol screening and background check.

PHYSICAL REQUIREMENTS:

Sitting	Sit for up to 1 hour at a time to work at desk.
Standing	Stand for up to 1 hour at a time to perform mail work.
Lifting	Lift up to 40-pound box of paperwork from floor to 80 inches (step stool)
Pushing	Push up to 8 pounds to access filing cabinets at heights from floor to 56 in.
Pulling	Pull up to 8 pounds to access filing cabinets at heights from floor to 56 inches.
Hand Coordination	Bilateral hand coordination to write, type, use mouse, and handle paperwork.

ENVIRONMENTAL CONDITIONS:

The work is performed primarily in an office environment. The job requires sitting for extended periods of time, visual strain, unpleasant social situations, irregular work hours and significant work pace pressure.

VISION REQUIREMENTS:

The minimum standard for use with those whose work deals largely with reading, visual inspection involving small defects, small parts, operation of machines (including inspection).

EQUAL OPPORTUNITY EMPLOYER:

The City of Peosta is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

The City of Peosta reserves the right to change this job description at any time.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge receiving a copy of my job description. I understand the requirements, essential functions and duties of my position. I understand that should I have any questions regarding my position, I should ask my supervisor or City Administrator.

Print Name

Signature

Date