

City of Okoboji

Position Description

Title: Deputy City Clerk

Departments: City Administration

Job Function: Responsible to operate all facets of the city clerk's office

Job Responsibilities:

The incumbent in this position has the responsibility for determining priority of some tasks listed subject to the direction of the City Administrator / Clerk, Mayor, and City Council.

General Housekeeping:

1. Open and close the office
2. Arm, disarm, and monitor the security system
3. Place garbage and recycling out for collection
4. Clean bathroom, wash windows, dust & vacuum
5. Contact other city staff or contractors when repairs are needed on the building and its systems.

Customer Service:

1. Take telephone calls, respond to messages, or forward messages to the appropriate person
2. Initial answering of the telephone
3. Collect mail from the post office, open mail, route mail to the appropriate person and respond to mail if needed
4. Wait on customers, provide information
5. Respond to customers' email inquiries or route them to the appropriate person
6. Sign for packages and route them to the appropriate person

Communication:

1. Keep the City Administrator / City Clerk and Mayor informed of current issues.
2. Communicate information to staff, elected officials, appointed officials, residents, vendors, and other relevant parties.
3. Perform research for staff, management and customers
4. Send out correspondence and other mailings as needed
5. Send and receive faxes
6. Manage email system and respond and forward when needed
7. Receive complaints and forward to the appropriate person
8. Backup to update website
9. Proof read and edit documents as needed
10. Compose letters and reports as needed

11. Backup to processing snow emergency notifications
12. Backup for mass notifications system

Meetings:

1. Assist the City Administrator / City Clerk to prepare meeting packets for City Council and other meetings as may be required. This includes scheduling some meetings, compiling the agenda with input, converting all documents to electronic format, preparing Council binders and notifying the City Council, Mayor, board members, and staff that the packet is ready for viewing.
2. Post or publish public notices as required. Examples are: agendas, public hearing notices, ordinances, and other as needed.
3. Backup to attend City Council meetings and other meetings as may be required.
4. Backup to record, type, publish, and distribute minutes of meetings
5. Backup to set up and tear down the room.

Payroll:

1. Record time accurately on own time card
2. Verify time sheet information, calculate distributions of time, record time sheet information on spreadsheets, generate and distribute pay checks, track leave time available, process required reporting.
3. Process employment forms for new and terminated employees
4. Process all required reporting, includes FICA, IPERS, quarterly reporting and payment for state withholding; quarterly 941 report; quarterly state unemployment reporting; and annual reporting of w-2s along with the annual publication of total gross wages.
5. Process payments to vendors for employee benefit programs. This includes: health insurance, other insurance benefits, IPERS, AFLAC and Flex contributions.
6. Keep employee files up-to date and confidential as needed

Accounting:

1. Lead to administer the utility billing system
 - Waiting on customers, opening envelopes from mail and drop box
 - Making the deposit, balancing the total with the bill stubs
 - Posting payments, issuing receipts
 - Collecting water deposit fees and forms, as well as presenting new residents with utility information
 - Reconciling customer deposits with customer information
 - Processing new accounts
 - Revising documents used with utility system
 - Initiating the quarterly and as needed meter readings
 - Generate the bills, process penalties, process delinquent notices and generate reports

- Process quarterly sales tax reporting and monthly payment
 - Communicate and recommend action for delinquent accounts to the city clerk
 - Process needed liens for uncollected amounts due
 - Process write-offs for uncollectable amounts due
 - Submit information to the Income Off-set Program
 - Provide Waste Management & Iowa Great Lakes Sanitary system with updated information
2. All other payments
 - Waiting on customers
 - Manage receipt management
 - Issue receipts
 - Take deposit to the bank
 3. Send out accounts receivable invoices
 4. Send tax exempt certificates to vendors
 5. Fill out all credit applications
 6. Accounts Payable
 - Determine coding of bills
 - Prepare monthly claims list for newspaper
 - Pay various bills online and enter information into the accounting system
 - Verify and issue checks against invoices
 - Issue annual 1099s
 7. Perform the monthly bank reconciliation
 8. Assist in the preparation and filing of financial reports. This includes monthly reports for city council, the annual budget, budget amendments, the annual financial report, the street finance report, the debt obligation report, the annual TIF report, and annual TIF certification

Other Duties:

1. Order or purchase city supplies as needed
2. See that cash handling procedures are followed and secure
3. Operate all office equipment: phone, copier, printer, fax, computer, and more. Some of the software used: Word, Excel, Publisher, Power Point, Outlook, Windows, Internet Explorer and Summit.
4. Assist other staff members with operating office equipment
5. Recommend office equipment and software updates or changes
6. Organize the Annual City-wide Garage Sale Day – revise forms, receive payment, tags, etc
7. Notarize documents
8. Attend training sessions to keep current with regulations and software.
9. Ensure that the City of Okoboji will be able to operate efficiently in the absence of staff.
10. Be aware of all city policies as listed in the City of Okoboji's Personnel Policy Manual or as may be updated. This manual will be updated as needed.
11. Manage list of boards, commissions and committees. Track terms and see that appointments are made as needed.
12. Backup on cigarette renewal
13. Backup on liquor license renewal

14. Other tasks as may be required

Equipment Used: Automobile, computers, multi-line office telephone system, calculator, multi-function printers/copiers/fax machines, tablets, smart phone, TV, radio, meter reading equipment, paper cutter, microwave, stapler, folding machine.

Qualifications:

- A. Education – High School graduate or equivalent required. Associates Degree preferred.
- B. Experience- Experience in an office environment required, with governmental office experience preferred. Microsoft Office preferred.
- C. License/Certification/Endorsements- Must hold a valid driver’s license. Must be bondable.
- D. Special Abilities- Must have good organizational skills; must be a self-starter; have good communication skills to interact with staff, elected officials, and citizens; and the ability to manage numerous processes at the same time.
- E. Physical Requirements- Must be able to lift objects weighing in excess of 50 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted; must be able to stand, sit, listen, and watch for extended periods of time.
- F. Mental Requirements- Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen’s expectations under time deadlines.

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

The City of Okoboji is an equal opportunity employer. The City will treat all employees and applicants for employment equally according to their individual qualifications, ability, experience, and other employment standards. The City does not discriminate on the basis of race, sex, color, ancestry, national origin, religion, disability, age, marital status, sexual orientation, or any other legally protected classification. This applies to all terms and conditions of employment, including but not limited to recruiting, hiring, promotion, training, compensation, and discharge. It is the policy of the City of Okoboji to comply with all applicable Federal, State and local laws governing employment.