

City of Bloomfield – Job Description

Position: Deputy City Clerk **Reports to:** City Administrator/City Clerk
Department: Administration **Review Date:** 06/2021
FLSA Status: Exempt, Confidential **Council Approved:** 06/03/2021

JOB SUMMARY

Under direction of the City Clerk, and pursuant to the Code of Iowa, performs a variety of administrative, human resource management, financial management, records management and other duties as assigned. These duties require accuracy, proficiency, confidentiality, and independent judgment. Assists the City Clerk in the management of administrative assistant/accounting personnel. Manager of confidential data. Performs other duties as required. Responsible for the recording and minute taking of meetings in the absence of the City Clerk. Will be available for off-hour emergencies and/or work assignments.

ESSENTIAL JOB FUNCTIONS

1. In the absence of the City Clerk, attends regular and special City Council meetings; oversees an accurate recording of the proceedings, preparation of the minutes, and other records of the City Council action including Ordinances and City Code with proper legislative terminology, recording, indexing and filing the same for the public record.
2. In the absence of the City Clerk, prepares meeting agendas with assistance from the City Administrator and department heads for the City Council, including all instructional and informational supplements.
3. In the absence of the City Clerk, ensures that legal requirements are met regarding public notices, publication, posting of City business.
4. Lead administrator for Open Records Act requests.
5. Assists with the issuance and retirement of municipal bonds, for the development of appropriate debt service schedules and records of bonds outstanding.
6. Assists in the representation of the City in all outside audits.
7. Custodian of records of liquor licenses and cigarette permits as approved by the City Council.
8. Performs many duties involving confidential data. Responsible for staying abreast of current issues and informing staff of legal and ethical concerns involved with the use of confidential data.
9. Prepares accurate and timely financial reports.
10. Supervises and is able to perform all aspects of payroll, which includes paying taxes and filing reports in a timely manner, assisting new employees with appropriate paperwork, staying abreast of current employment laws and issues.

11. In the absence of the City Clerk, serves as custodian of official 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.
12. Receives bids for municipal construction contracts and may assist with bid openings.
13. Serves as group administrator for the workers' compensation program as well as employee benefits.
14. Prepares monthly, quarterly, and annual reports as required by Internal Revenue Service, State of Iowa, IPERS, and Workforce Development.
15. Coordinate Income Offset program through the State of Iowa.
16. Oversees the maintenance of burial records and lots sold in the IOOF and Bloomfield South Cemeteries, as well as preparing the annual report.
17. All other duties as assigned.

Other Duties

1. Attends workshops and seminars to further develop knowledge, skills, and abilities in order to maintain, enhance, or achieve certification in certain areas of expertise.
2. Answers phones and greets persons in a cordial and helpful manner.
3. Performs other duties or assumes other responsibilities as apparent or assigned.

EMPLOYMENT STANDARDS

Required Knowledge, Skills & Abilities

1. Ability to use logical or scientific thinking to solve problems with several abstract or concrete variables.
2. Ability to follow written, verbal or diagrammatic instructions with several concrete variables.
3. Ability to perform arithmetic calculations involving fractions, decimals, and percentages and apply statistical techniques.
4. Ability to report, write or edit articles for publication; ability to prepare and present public speeches; ability to interview, counsel or advise people; ability to evaluate technical data.
5. Significant knowledge of the organization, functions, and problems of municipal government and the principles and methods of public administration and municipal finances and accounting.
6. Ability to utilize computers for financial, database, and word-processing functions.
7. Comprehensive knowledge of the principles, practices, liabilities and methods of human resources management.
8. Considerable knowledge of municipal, county, state and federal community-related statutes.
9. Ability to develop policies, plans, and procedures.
10. Ability to establish an effective working relationship with the DPW, Mayor, City Council, Community Development Director, department supervisors, citizens and other callers/visitors on the telephone and in person.

11. Ability to work harmoniously with staff members, citizens and elected officials.

PHYSICAL DEMANDS

“X” indicates the amount of time the employee spends performing job functions:

N = None or 0%

F = Frequent of 34-66% (3-6 hours)

S = Seldom or 1-6% (up to 1/2 hour)

C – Constantly or 67-100% (6-8 hours)

O = Occasionally or 7-33% (up to 3 hours)

	N	S	O	F	C		N	S	O	F	C
BODY POSITIONS						ENVIRONMENTAL					
Standing			X			Dust		X			
Sitting				X		Noise		X			
Walking			X			Vibrations		X			
Kneeling		X				Chemical Agents	X				
MOVEMENTS						Biological Agents	X				
Bending/Stooping				X		Excessive Heat	X				
Twisting			X			Excessive Cold	X				
Crawling	X					Other	X				
Squatting		X				Other	X				
Balancing		X				Other	X				
Reaching Overhead			X			JOB SPECIFIC					
Reaching Forward					X	Indoors					X
Climbing – Stairs, etc.		X				Outdoors	X				
Neck Flexion/Extension				X		Driving – Vehicle/Equipment		X			
USE OF HANDS						Office Equipment					X
Grasping/Handing					X	Sight					X
Powerful Grasp		X				Hearing					X
Fine Manipulation					X	Talking					X
Keyboarding/VDT 6 hrs./day					X	Other					X
LIFT/CARRY						PUSH/PULL					
0-10 lbs. Carry 25 ft				X		0-10 lbs.				X	
11-25lbs. Carry 25 ft			X			11-25 lbs.			X		
26-50 lbs. Carry 25 ft.	X					26-50 lbs.	X				
51-75 lbs. Carry 25 ft.	X					51-75 lbs.	X				
76-100 lbs. Carry 25 ft.	X					76-100 lbs.	X				
Over 100 lbs. Carry 25 ft.	X					Over 100 lbs.	X				

Required Personal Protective Equipment: None Required

Education, Training, & Experience

Required Education: High School Diploma

Preferred Education:

Preferred Experience: Five years’ experience as an executive administrative assistant or an administrative assistant position in a local government capacity.

Required Licenses:	Valid Iowa Driver's License
Registrations and Certifications:	Obtain Certified Municipal Clerk within 48 months of employment.
Required Testing:	Pre-employment physical, functionality tests and drug test.

The City of Bloomfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage employees and prospective employees to discuss needed accommodations with the appropriate City representatives.