## JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>City Clerk/Records Retention Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>City Manager’s Office</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>City Manager</td>
</tr>
<tr>
<td>Location:</td>
<td>City Hall</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>01/2019</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>No</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Salary</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
</table>

## JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

Position is appointed by the City Council. Under general direction of the City Council with administrative direction set by the City Manager, performs and coordinates the administrative activities of the City Clerk’s Office, is responsible for maintaining and archiving the City’s records, and assures that all responsibilities assigned to the City Clerk by the Code of Iowa and local law are appropriately executed.

## ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Prepares City Council agenda and packets.
- Attends and prepares minutes for all regular and special City Council meetings and City Council work sessions.
- Prepares for publication all legal notices, resolutions and ordinances adopted by the City Council and the official City Council minutes.
- Prepares ordinances for codification into the Municipal Code.
- Ensures the Municipal Code is up-to-date.
- Serves as custodian of official City records and public documents, excluding Police/Fire Departments.
- Leads, develops processes and procedures, and manages the City’s records management program, ensuring that documents are recorded, filed, retrieved, archived, and destroyed properly.
- Receives and responds to public record requests from the general public and City staff.
- Receives, safeguards, and opens City bids.
- Processes new and renewing liquor, cigarette, and other business licenses.
- Certifies and submits recording of documents to the County Recorder.
- Serves as clerk of the Civil Service Commission, maintaining records, preparing minutes and notices, and assists in applicant testing.
- Prepares and certifies special assessments to Linn County.
- Provides administrative support to Mayor and City Council.
- Assists with election processes including but not limited to candidate packets, voter registration, and oaths of office to elected officials.
- Provides orientation to newly elected officials.
- Oversees the filing of necessary documents with the appropriate County or State Agency.
- Updates Council and related information on the City’s web page.
- Assures all responsibilities assigned to the City Clerk by Code of Iowa and local law are appropriately executed.
- Attends training classes, workshops and seminars in order to stay current on changes in Iowa laws.
- Performs other duties and responsibilities as assigned.

## REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

List key dimensions (measurements for success) for this position:

- Extensive knowledge of State laws, rules and regulations for public meetings, notifications, proceedings, and development of resolutions, ordinances and codes.
- Extensive knowledge of the Marion Municipal Code.
• Extensive knowledge of record management, retention and disposal.
• Ability to read and interpret laws, resolutions, ordinances, code, licensure specifications and contracts.
• Ability to establish and maintain effective working relationships with other City employees, supervisory personnel, state and local elected officials and the public both orally and in writing.
• Ability to prepare accurate and complete minutes of City Council and Civil Service Commission meetings.
• Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
• Thorough knowledge of modern office procedures, practices and equipment.
• Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
• Ability to handle confidential and administrative information with tact and discretion.

ESSENTIAL FUNCTIONS
List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:
• Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
• Ability to read, speak, write and understand English to communicate effectively and professionally with fellow employees, Boards and the general public both orally and in writing.
• Ability to operate computer keyboard, calculator, telephone, typewriter, photocopier and similar electronic and manual office machines.
• Ability to sit for long periods of time for typing and computer work.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS
List the minimum requirements to be considered for this position:
• An associate’s degree in business administration or related field or five years office management and records management experience.
• Possession of or ability to obtain the following certifications within designated time frame:
  o Iowa Municipal Finance Officers Association / Iowa Certified Municipal Clerk accreditation within four years of appointment.
  o Notary Public within six months of appointment.
• Must be able to obtain Surety Bond coverage.

WORKING CONDITIONS
List working conditions for this position:
• Works in an office environment
• Works a standard work week
• May be required to attend various meetings after regular work hours
• May be required to work some overtime upon demand of workload

REQUIRED BACKGROUND CHECKS
List working conditions for this position:
• Worker’s Compensation Background check
• Sex Offender Registry
• Criminal Background Check
• Drug Screening
• Driving Record
• Pre-Employment Physical