

## JOB DESCRIPTION

POSITION: City Clerk

FLSA CLASSIFICATION: Nonexempt

FACILITY AND WORK AREA: Ute City Hall

### 2-3-6 POWERS AND DUTIES OF THE CLERK.

The duties of the Clerk shall be as follows:

1. The Clerk shall attend all regular and special City Council meetings and prepare and publish a condensed statement of the proceedings thereof, to include the total expenditure from each City fund, within fifteen (15) days of the City Council meeting. The statement shall further include a list of all claims allowed, a summary of all receipts and the gross amount of the claims.

*(Code of Iowa, Sec. 372.13(4) and (6))*

2. The Clerk shall record each measure taken by the City Council, stating where applicable whether the Mayor signed, vetoed, or took no action on the measure and what action the City Council made upon the Mayor's veto.

*(Code of Iowa, Sec. 380.7(1))*

3. The Clerk shall cause to be published either the entire text or a summary of all Ordinances and amendments enacted by the City. "Summary" shall mean a narrative description of the terms and conditions of an Ordinance setting forth the main points of the Ordinance in a manner calculated to inform the public in a clear and understandable manner the meaning of the Ordinance and which shall provide the public with sufficient notice to conform to the desired conduct required by the Ordinance. The description shall include the title of the Ordinance, an accurate and intelligible abstract or synopsis of the essential elements of the Ordinance, a statement that the description is a summary, the location and the normal business hours of the office where the Ordinance may be inspected, when the Ordinance becomes effective, and the full text of any provisions imposing fines, penalties, forfeitures, fees, or taxes. Legal descriptions of property set forth in Ordinances shall be described in full, provided that maps or charts may be substituted for legal descriptions when they contain sufficient detail to clearly define the area with which the Ordinance is concerned. The narrative description shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When necessary to use technical or legal terms not generally familiar to the public, the narrative description shall include definitions of those terms.

The Clerk shall authenticate all such measures except motions with said Clerk's signature, certifying the time and place of publication when required.

*(Code of Iowa, Sec. 380.7(1) and (2))*

4. The Clerk shall maintain copies of all effective City Ordinances and codes for public review.

*(Code of Iowa, Sec. 380.7(4))*

5. The Clerk shall publish notice of public hearings, elections and other official actions as required by State and City law.  
*(Code of Iowa, Sec. 362.3)*
6. The Clerk shall certify all measures establishing any zoning district, building lines, or fire limits, and a plat showing each district, lines or limits to the recorder of the county containing the affected parts of the City.  
*(Code of Iowa, Sec. 380.11)*
7. The Clerk shall be the chief accounting officer of the City.
8. The Clerk shall keep separate accounts for every appropriation, department, public improvement or undertaking, and for every public utility owned or operated by the City. Each account shall be kept in the manner required by law.  
*(Code of Iowa, Sec. 384.20)*
9. Following City Council adoption for the budget, the Clerk shall certify the necessary tax levy for the following year to the County Auditor and the County Board of Supervisors.  
*(Code of Iowa, Sec. 384.16(5))*
10. The Clerk shall report to the City Council at the first meeting of each month the status of each municipal account as of the end of the previous month.
11. The Clerk shall balance all funds with the bank statement at the end of each month.
12. The Clerk shall prepare the annual public report, publish it, and send a certified copy to the State Auditor and other State officers as required by law.  
*(Code of Iowa, Sec. 384.22)*
13. The Clerk shall maintain all City records as required by law.  
*(Code of Iowa, Sec. 372.13(3) and (5))*
14. The Clerk shall have custody and be responsible for the safekeeping of all writings or documents in which the municipality is a party in interest unless otherwise specifically directed by law or Ordinance.  
*(Code of Iowa, Sec. 372.13(4))*
15. The Clerk shall file and preserve all receipts, vouchers, and other documents kept, or that may be required to be kept, necessary to prove the validity of every transaction and the identity of every person having any beneficial relation thereto.
16. The Clerk shall furnish upon request to any municipal officer a copy of any record, paper or public document under the Clerk's control when it may be necessary to such officer in the discharge of the Clerk's duty. The Clerk shall furnish a copy to any citizen when requested upon payment of the fee set by City Council resolution. The Clerk shall, under the direction of the Mayor or other authorized officer, affix the seal of the corporation to those public documents or instruments which by Ordinance are required to be attested by the affixing of the seal.  
*(Code of Iowa, Sec. 380.7(4), Sec. 22.2 and 22.7)*
17. The Clerk shall attend all meetings of committees, boards and commissions of the City. The Clerk shall record and preserve a correct record of the proceedings of such meetings.  
*(Code of Iowa, Sec. 372.13(4))*

18. The Clerk shall keep and file all communications and petitions directed to the City Council or to the City generally. The Clerk shall endorse thereon the action of the City Council taken upon matters considered in such communications and petitions.  
*(Code of Iowa, Sec. 372.13(4))*
19. The Clerk shall issue all licenses and permits approved by the City Council, and keep a record of licenses and permits issued which shall show a date of issuance, license or permit number, official receipt number, name of person to whom issued, term of license or permit, and purpose for which issued.  
*(Code of Iowa, Sec. 372.13(4))*
20. The Clerk shall inform all persons appointed by the Mayor or City Council to offices in the municipal government of their position and the time at which they shall assume the duties of their office.  
*(Code of Iowa, Sec. 372.13(4))*
21. The Clerk shall preserve a complete record of every City election, regular or special and perform duties required by law or Ordinance of the City Clerk in regard to elections.  
*(Code of Iowa, Sec. 376.4)*
22. The Clerk shall draw all warrants/checks for the City upon the vote of the City Council.  
*(Code of Iowa, Sec. 372.13(4))*
23. The Clerk shall show on every warrant/check the fund on which it is drawn and the claim to be paid.  
*(Code of Iowa, Sec. 372.13(4))*
24. The Clerk shall keep a warrant/check record in a form approved by the City Council, showing the number, date, amount, payee's name, upon what fund drawn, and for what claim each warrant/check is issued.  
*(Code of Iowa, Sec. 372.13(4))*
25. The Clerk shall bill and collect all charges, rents or fees due the City for utility and other services, and give a receipt therefor.  
*(Code of Iowa, Sec. 372.13(4))*
26. Annually, the Clerk shall prepare and submit to the City Council an itemized budget of revenues and expenditures.  
*(Code of Iowa, Sec. 384.16)*
27. The Clerk shall keep the record of each fund separate.  
*(Code of Iowa, Sec. 372.13(4) and 384.85)*
28. The Clerk shall keep an accurate record for all money or securities received by the Clerk on behalf of the municipality and specify date, from whom, and for what purposes received.  
*(Code of Iowa, Sec. 372.13(4))*
29. The Clerk shall prepare a receipt in duplicate for all funds received. The Clerk shall give the original to the party delivering the funds, and retain the duplicate.  
*(Code of Iowa, Sec. 372.13(4))*
30. The Clerk shall keep a separate account of all money received by the Clerk for special assessments.

*(Code of Iowa, Sec. 372.13(4))*

31. The Clerk shall, immediately upon receipt of monies to be held in the Clerk's custody and belonging to the City, deposit the same in banks selected by the City Council in amounts not exceeding monetary limits authorized by the City Council.

*(Code of Iowa, Sec. 372.13(4))*