

Position Description

Position Title: Deputy Clerk / City Treasurer	Department: Administration
Reports to: City Clerk	Supervises: None
	Updated: January 2019

Position Summary

- Utility Billing Clerk, Treasurer for the City of Fairbank, and provides secretarial/administrative support to the City Clerk. Acts as the City Clerk in his/her absence.

Essential Duties and Responsibilities

- Utility billing procedures. Including meter reading, billing register, billing summary, printing & mailing bills.
- Collect utility deposits and maintain record for refunds.
- Process penalties.
- Prepare delinquent and disconnect notices.
- Maintain utility master files.
- Prepare budget payment plans for customers desiring them.
- Accept utility customer payments. Wait on customers.
- Enter receipts of payment.
- Prepare bank deposits.
- File for fuel tax refunds.
- Process quarterly sales tax reporting and payments.
- City Treasurer responsibilities. Recording receipts and disbursements monthly. Reconciling bank statements with the treasurer's books. Submitting treasurer's report to the council with the balance of cash and investments of each fund and amounts received and disbursed each month.
- Responsible for relieving the City Clerk of routine daily work, as needed and as assigned.
- Assists City Clerk in preparing City Council agenda explanations, assembling enclosures and delivery to the Mayor, City Council, department heads, and others as required; relieves City Clerk in attending Council meetings, as needed.
- Assists City Clerk in ensuring publication of minutes, ordinances, and any other public notices required by law; requisitions official publications from local newspaper; and processes affidavits of publications for filing and payment.
- Assists City Clerk in maintaining City records and files including communications, petitions, contracts, deeds, Code of Ordinances, resolutions, and personnel policies/procedures.
- Assists City Clerk in maintaining records of meetings, schedules of meetings, and appointments to various boards and commissions.
- Submits yearly reporting to OSHA.
- Assists City Clerk in assembling City budget for the Mayor, Council, and departments.
- Answers routine questions by phone and in person; directs special requests to appropriate party.
- Assists City Clerk in assembling personnel policies and procedures, safety manuals, and annual reports.
- Picks-up and sorts the daily City Hall mail; orders and maintains office supplies.
- Types letters and correspondence for Mayor's office; signs paperwork in City Clerk's absence.
- Assists City Clerk in establishing and maintaining a filing system.
- Process materials such as letters, memos, reports, brochures, flyers, newsletters, purchase orders, check requests, news releases, etc.
- Assist in implementation and conversion of new operating systems.
- Maintains, recommends, and implements changes for the City's website and Facebook page.
- Assists City Clerk with updates and maintaining City Code of Ordinances.
- Utilizes personal computers, common business equipment, and various software applications as they pertain to each job.

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.

- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

Requirements

Knowledge, Skills, and Abilities

- Must have the ability to perform a variety of business office tasks and use a wide variety of procedures.
- Must exercise good judgment and be able to assemble and analyze data, handle office routines.
- Must be able to provide answers in response to many programs and services.
- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner.
- Must be able to communicate effectively using both written and oral methods.
- Must possess knowledge of Microsoft Word, Excel, Outlook, Power Point, and other software and have the ability to learn other software programs as needed.

Education and Experience

- Must possess High School Diploma or equivalent; Associate Degree in accounting program is preferred.
- Previous office/secretarial experience is required.
- Must possess and maintain a valid Iowa driver's license.

Physical, Mental, and Visual Effort

- Primarily required to sit, with occasional standing and walking.
- Regularly uses hands and fingers to operate basic office equipment, including computer, telephone, copier, scanner, and fax machine.
- Regularly communicates with customers and the public through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.

Working Conditions

- Primarily works in an office environment with controlled temperatures and limited exposure to loud noises or unusual smells.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The company reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, City of Fairbank employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Fairbank is to be considered "at-will".

Employee Acknowledgement

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: _____

Date: _____

Department Head: _____

Date: _____