

Job Title: City Manager/City Clerk

Job Summary: Under the general direction of the City Council and Mayor the City Manager/City Clerk provides a variety of administrative and specialized work, requiring accuracy, proficiency, consistency, confidentiality, and limited independent judgment. Provides the day-to-day supervision of all City operations and activities. Supervises personnel and monitors their procedures and operations. Oversees all administrative functions of the City; Perform all reporting and recording functions as required by Iowa Code. Job entails: all City and Utility financial processes, City recordkeeping requirements and payroll processing. Responsibilities include in-person communications with customers.

Essential Functions

1. Prepares and distributes city council meeting agenda and packets. Attends and records activities and prepares minutes for all City Council meetings. At the direction of the Council, attend meetings of committees, boards, and commissions. Record and preserve a correct record of the proceedings of such meetings in the manner prescribed by law.
2. Coordinates, supervises, and evaluates City employees as outlined in the Knowledge, Skills and Abilities Section.
3. Records and maintains all City Council minutes, ordinances, resolutions and other records of City Council action, publishing all minutes, ordinances, resolutions, and other amendments in the manner prescribed by law. Act as official custodian in maintaining files and records such as ordinances, resolutions, licenses, and minutes.
4. Publish all ordinances immediately after passage and approval by Council, and keep an ordinance book, and authenticating each ordinance and certifying as to the time and manner of publication.
5. Provides related office support services such as retrieving, assembling and duplicating materials.
6. Ensure that legal requirements are met regarding public notices, publications, and posting of the City business.
7. Authenticates and signs City records and actions, including the time and manner of publication in the manner prescribed by law.
8. Process claims against the City by forwarding them to the City liability insurance carrier and/or City Attorney.
9. Coordinates insurance processing for general liability and workers compensation.
10. Provides recommendation pertaining to applications for permits or licenses submitted to the City of Sidney in accordance with Sidney Code of Ordinances or State of Iowa Code. Issue License or Permit when approved by the specified authority. Issue or revoke licenses and permits and keep a record of licenses and permits issued and revoked.
11. Responds to citizen inquiries, complaints, and requests for information, referring appropriate items to other City Departments.
12. Processes employment and human resource forms, completes processing of new personnel ensuring all employees provide appropriate documentation of citizenship and have signed Federal and State withholding forms. Keep employee files up-to-date and confidential as needed.
13. Process payroll time sheets into computers and maintain payroll timesheet files, prints payroll checks and prepares monthly quarterly, and/or annual related reports as required for Federal and State Withholding, IPERS, social security and unemployment, etc.

14. Maintains internal control process by reconciling checks to invoices and marking invoices paid.
15. Upon receipt of moneys to be held in the custody of the Clerk and belonging to the municipality, the Clerk shall deposit the same in banks selected by the Council in amounts not exceeding the monetary limits authorized by the Council.
16. Pay all claims against the City only upon Council order.
17. Keep a register of all bonds outstanding and record all payments made of Interest and principal. Receives bids for municipal construction contracts and assists with bid openings.
18. Assists the County Commissioner of Elections with local election activities. Assists candidates with City Candidate Election paperwork (affidavit, petition, etc.).
19. Assists in the preparation the utility billing which includes entering meter reads into billing database, set up new utility accounts, record payments to City Hall, monitor size of utility readings and notify customer of possible leak, prepare and send bills, post payments received from customers, deposit payments in the bank, prepare delinquent letters to notify customers, maintain files on overdue bills, balance all utility receipts, receive and respond to utility customer questions and complaints and enter corrections to utility billings as required.
20. The City Manager/Clerk shall be the chief accounting officer of the City, and shall:
 - a. Keep separate accounts for every appropriate, department, and public improvement or undertaking, in the manner provided by law
 - b. Keep an account of all cash, investments, accounts receivable and property received by, due to, or in the custody of the City and to give a receipt immediately upon cash coming into the Clerk's hands specifying the date, from whom, for what account, and record each transaction in the correct fund as required by law, and Council direction where not specified by law.
 - c. Keep accounts for cash disbursed, purchase and contract commitments, and property disposed of or sold by each transaction in the correct fund as required by law, and Council direction where not specified by law.
 - d. Be responsible for the safe custody of all funds of the City in the manner provided by law, and City Council direction.
 - e. Maintain the budgetary accounts required by law or rules of the City finance committee of the State, and as further directed by the Council as permitted by law.
 - f. Prepare and publish all financial and budgetary reports required by law and the Council, and the list of claims in the manner specified by law. City financial reports include but are not limited to: Budget, Budget Amendment, Outstanding Debt Obligation Report, Road Use Report, Tax Increment Finance Certification and Annual Report, City Annual Financial Report.
21. Keep and maintain permanent cemetery records and issue cemetery deeds and cemetery policy, and fees.
22. Perform duties over phone and at the front desk, receiving cash and checks and providing receipts.
23. Establish and maintain effective working relationship with other City employees, civic groups, the press, and the general public.
24. Attend training classes deemed to be beneficial for the job.
25. Assist in maintaining the City website and update regularly, at least 1 to 3 times per month as necessary.
26. Communicate and work with the City Attorney, City Engineer, Council of Government Representatives known as COG (SWIPCO), project consultants (Architects, Grantor Representatives, etc.), as necessary or directed by City Council or in situations as required by law.

27. Supervise and give direction to all City Department heads, concerning departmental functions; examine all department functions and records and call for special reports from department heads at any time. The City Council expressly delegates to the City Manager/Clerk the authority to supervise City employees in accordance with the City Employee Handbook, the City Council authorizes the City Manager/Clerk the authority to enforce and uphold the City Employee handbook to include the authority to discipline employees without review by or approval of the City Council, but does not include suspension or termination. If an employee conduct situation would arise that would cause the City Manager/Clerk to conclude that an employee should receive a suspension or should be terminated, the City Manager/Clerk shall provide a written recommendation to the City Council and Mayor who will review the matter. The City Manager/Clerk is authorized to contact the City Attorney for City Employee Handbook and labor law legal consultation. City Manager/City Clerk shall conduct regular city employee meetings on the topics of safety, city employee handbook and code book policy review and procedures, etc. The City Manager/Clerk will make recommendations to the City Council for changes in employee handbook and job descriptions.
28. Coordinate Annual Employee Evaluations, perform employee evaluations of all city employees with other members of the city personnel committee (Mayor & 2 City Council).
29. Maintain and update City Strategic Plan and Infrastructure Needs Assessment Plan.
30. Apply to Grant programs as approved by City Council.
31. Maintain the computer system. Ability to concentrate on tasks involving math calculations, analysis, interpretation, organization and planning in an environment with constant interruptions and produce extreme accuracy and attention to detail. Provide consistent follow up.
32. Coordinate delivery of municipal services through the various City departments.
33. Supervise business affairs of the City, including bookkeeping and accounting procedures.
34. Advise the City Council of the financial and other conditions of the City and its future needs.
35. Supervise the purchases of all supplies, materials, and equipment, with the authority to make such purchases in accordance with the City Procurement Policy.
36. Encourage and oversee economic and community development efforts.

Discretionary Tasks

1. Files paperwork and a variety of documentation to allow for efficient retrieval.
2. Performs inventory of office supplies and orders as necessary.
3. Makes copies for citizens as needed.
4. Signs for deliveries and distributes to recipients.
5. Organizes and boxes records for storage.
6. General sorting of expired materials.
7. Notarize Documents
8. Keep keys to all city owned properties secure and distribute keys as needed.
9. Ensure that the City of Sidney will be able to operate efficiently in the absence of the manager/city clerk.

Knowledge, Skills, and Abilities.

SUPERVISORY ABILITIES REQUIRED:

Ability to coordinate, supervise, and evaluate City employees.

Ability to oversee hiring, promotion and termination of employees and determine compensation for all employees subject to the approval of Council.

Ability to manage all personnel functions/matters related to employee relations, including oversight of staff training and employee development.

Ability to resolve employee grievances and handle discipline of employees in a manner consistent with established procedure, subject to requirements of state law.

Experience working with a computer and accessing information via a computer system.

Experience working with vendor software systems. Proficient skills with Microsoft Excel, Word, and email.

Strong customer service orientation and skills. Detail oriented. Ability to clearly and verbally communicate with customers regarding City and State Ordinances.

Shall be available for off-hour emergencies and/or work assignments.

Shall attend conferences and workshops to update and maintain knowledge and skills, as approved by Council.

Licenses, Certifications, and Residency Requirements:

A minimum of a two-year degree in accounting or equivalent work experience and training that provides the required ability, knowledge, and skills, with current Certified Municipal Clerk designation preferred or willing to obtain within 2 years of hire and maintain designation.

Must be able to possess or obtain a valid Iowa Driver's License and have a good driving record for the past three years.

Must be bondable.

Residency within fifteen (15) minutes (traveling at posted speed limit) of the building or facility to which they normally report to work.

The City of Sidney retains the authority to change the job duties included in the job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.