

## Atkins Deputy Clerk

Appointed by the City Council, the Deputy Clerk is supervised by the City Clerk/Treasurer. The Deputy Clerk is responsible primarily for water billing, website and newsletter communications, supporting the City Clerk/Treasurer in general responsibilities and back up for specific responsibilities, and is responsible for duties as designated by City Clerk/Treasurer and the City Council. Requirement is 28 hours per week, and on occasion, fulltime (40 hours a week) when the City Clerk/Treasurer is unavailable.

**Skills Needed:** Ability to use calculator, computer, internet, printer, telephone, answering machine, fax, scan and copy machines. Ability to establish and maintain effective relationships with employees, Mayor, City Council members, other City Boards and Commission members, Fire Department Officers, Rural Fire District Board and the Public. Ability to read, write and speak English proficiently. Ability to cope with stressful situations calmly, firmly fairly courteously, tactfully and with respect toward others. Must be able to use MS Office. Must know, or have the ability to learn: Word Press, Adobe Acrobat Professional, social media, and financial software (general ledger, payroll, accounts payable, utility billing).

**Duties:** Represents the city in direct contact with citizens on a regular basis. Greet visitors and answers the telephone directing and providing information to the appropriate departments as needed. Primarily responsible for building and maintaining city website, social media presence with upcoming/current events, and technology support related to disaster recovery practices and document storage/sharing. Solicit input and publish for the electronic and paper city newsletter. Supports City Clerk in the financial functions for the City including but not limited to water billing, financial reporting, and accounts payable and receivable processes. Provide copies for community non-profits. Other duties as required.

### Community Relations

Deputy Clerk will be primarily responsible for the following, but not limited to:

- Additions and updates to the city website
- Coordinating with community organization for content in the newsletter
- Draft and maintain the city newsletter

Deputy Clerk will obtain knowledge on the following, but only perform when City Clerk is unavailable for a period of time:

- Provide information as requested on city projects

### Water Billing System

Deputy Clerk will be primarily responsible for the following, but not limited to:

- Maintain Account changes (People moving In & Out)
- Prepare Hand Held Touch Read for meter readers
- Mail bills
- Process receipts daily
- Prepare deposit slips
- Post Receipts to General Ledger (Water, Sewer, Sewer debt, Landfill, Recycle, Sales Tax)
- Track and follow up on delinquent water bill payments, and certify debt to County Treasurer

Deputy Clerk will obtain knowledge on the following, but only perform when City Clerk is unavailable for a period of time:

- Down Load new meter readings
- Prepare water bills
- Enter data for new accounts (Name, Address, Meter number etc.)

- Deliver “Auto Pays” to Bank along with updated Account Receivable list

### **Accounts Payable**

Deputy Clerk will be primarily responsible for the following, but not limited to:

- Receipt Invoices
- Review to ensure valid invoice to be processed
- Data entry of invoices into accounts payable system

Deputy Clerk will obtain knowledge on the following, but only perform when City Clerk is unavailable for a period of time:

- Input new vendors into the system
- Identify general ledger account for invoice to be charged against
- Run checks
- Obtain signature on checks

### **Building Permits**

Deputy Clerk will perform along with City Clerk/Treasurer on the following:

- Provide Applications
- Review Applications including visiting site when necessary
- Determine if application meets City Ordinances (including Zoning and Flood Plain areas)
- Collect appropriate fee
- Issue Building Permit
- Fax Copy to Building Inspector
- Deposit fund and log in general ledger

Deputy Clerk will obtain knowledge on the following, but only perform when City Clerk is unavailable for a period of time:

- Semi Annual report to County Assessor
- Annual Report to Census Bureau

### **Golf Cart Permits**

Deputy Clerk will perform along with City Clerk/Treasurer on the following:

- Provide Applications
- Review Applications
- Determine if application meets all requirements as set out in City Ordinances
- Collect appropriate fee
- Issue Annual Permit with Tag
- Deposit fund and log in general ledger
- Notify Owners when it is time for renewal

### **Urban Chicken Permits**

Deputy Clerk will perform along with City Clerk/Treasurer on the following:

- Provide Applications
- Review Applications
- Determine if application meets all requirements as set out in City Ordinances
- Collect appropriate fee
- Issue Annual Permit
- Deposit fund and log in general ledger
- Notify Owners when it is time for renewal

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Deputy Clerk will serve as back up to City Clerk/Treasurer by obtaining knowledge on the following, but only perform when City Clerk is unavailable for a period of time:

### **General Duties**

- Assist with Elections
- Assist in budget preparation, file annual budget forms with State of Iowa, complete and file annual financial reports.
- Order office and janitorial supplies for Clerk's office, park, library, Fire Department and Water Treatment Plant.
- Pick up mail from Post Office and water payments from Atkins Savings Bank.
- Maintain updates on electronic sign.
- Investing city funds and monitoring investment performance
- Conducting monthly bank reconciliations
- Process and maintain all records of appointments to various boards and commissions.

### **Council Meetings**

- Preparing agendas, Council packages & publishing for Council Meetings
- Attending & taking Minutes for Council Meetings

### **Payroll**

- Maintain Payroll records
- Review Time Cards for hourly employees
- Prepare Pay Checks

### **Monthly & Quarterly Financial Reporting**

- Maintain data needed to support reporting
- File reports with required State & Federal agency prior to deadlines
- Report on disbursements with bills for Council Approval

### **Flex Pay Administrator**

- Maintain file on monthly disbursements
- Reconcile disbursement with bank statement
- Report on disbursements with bills for Council Approval

### **Planning & Zoning**

- Attend Planning & Zoning Board meetings (Second Thursday of Each Month as needed)
- Record Minutes at P & Z meetings (Secretary for Board)
- Record and forward to Board and Council any zoning change request (Public Hearing notices, Posting sign in area to be rezoned, Record zoning changes, Update Zoning Map)
- Review plats for new subdivisions (Preliminary & Final)
- Refer items to the Board of Adjustment as needed