

City Clerk

1. Responsible for the day-to-day operation of the City's business, overseeing the accuracy of both the Clerk's work as well as the work done by the Utility Billing Clerk.
2. Work as Liaison for the Mayor and City Council to coordinate and inform them on issues and assure that there is follow through on their mandates when working with contractors, vendors, agencies, and associations that do business with the City.
3. Prepare all the information necessary, so that the Mayor and Council can make formative decisions regarding the yearly budget. Prepare the preliminary budget for Mayor and Council review. Prepare completed budget with probable levy rates for Council acceptance. Prepare final budgets and have budgets certified by April 30th with final copies to the state.
4. Handling all Cash Disbursements for the timely and accurate payments of expenditures incurred by the City and keep accurate records of same.
5. Prepare payroll checks every two weeks for city hall, maintenance staff, as well as the library staff. Keep accurate records of all transactions and disburse checks to employees.
6. Keep confidential employee records up to date and in a secure area.
7. Prepare monthly reports on all department records and store them in permanent paper file, as well as on computer. Prepare monthly reports for the Library and the Fire Department.
8. Balance the books monthly.
9. Develop and forward all reports and documents to the Mayor and City Council needed to assist them in their decision-making processes.
10. Prepare agenda for City Council meetings.
11. Attend all City Council meetings and prepare all information the council may need to make informed decisions.
12. Act as Secretary to City Council meetings once a month or as scheduled.
13. Follow through on all instructions and requests made at Council Meetings, and by Mayor and Council members at other times.
14. Prepare minutes of Council meetings and send them to newspaper for publication.
15. Prepare for publication all Public Notices on upcoming Ordinance enactments, changes in City policy, burning times, etc.
16. Author and prepare all Resolutions and Ordinances, as directed by Council, to be acted upon by Council.

17. Keep the Mayor and Council apprised of all City business they may need to be aware of.
18. Oversee Utility Billing procedures and maintain knowledge of same to ensure accuracy and completeness. Handle process when necessary.
19. Handle all duties of Utility Billing Clerk when she is off. (Handling front counter, accepting customer payments, complaints, keys to compost dump, telephone calls, pick up and drop off mail, accounts receivable reports, make bank deposit, etc.)
20. Process the payroll for the Mayor and City Council on semi-annual basis.
21. Prepare all Iowa State and Federal Reports as are required by law, including Annual Report, Certification of Annual Budget, Budget Amendments, Road Use Tax Reports, TIF Reports, Debt Service Report, Certification of TIF debt to Auditor, 1099 and W-4 Reports to Federal Government, etc.
22. Maintain working relationships with Louisa County offices, Louisa County Sheriff, Southeast Iowa Regional Planning Commission, Associations of which we are members, Vendors we work with, City Clerks in our area, etc.
23. Develop organizational and procedural systems for the best and most accurate time management of the workday.
24. Keep all records accurate and in a condition that will allow for a positive result during the annual exam.
25. Handle the citizens of the community in a respectful and friendly manner while maintaining a firm position on the policies set by the City Council.
26. Coordinate with the Zoning Commissioner all matters concerning Zoning, and assist in any way necessary to move these matters through in a timely manner.
27. Develop Agendas for the Zoning and Planning Commission as well as the Board of Adjustment. Set up the meetings and prepare all notices and paperwork necessary for the smooth coordination of the meetings. Prepare the meeting room.
28. Attend all Zoning and Planning Commission meetings and Board of Adjustment meetings and act as Secretary.
29. Keep minutes of Zoning and Planning Commission as well as Board of Adjustment meetings and have information on same available as needed to members.
30. Write all letters needed as correspondence from the City.
31. Prepare all legal Nuisance Abatements. Take pictures of nuisances and deal directly with citizens as needed to oversee resolution of the nuisance.

32. Oversee and make final decisions on all Utility Deposit requirements for new residents, the turn-off of customer's utilities for non-payment of utility bills, etc.
33. Prepare Cigarette, Beer and Alcohol Permits and Renewals for passage by the City Council.
34. Develop all blank forms needed for the efficient operation of City Hall.
35. Continue to develop and update Procedures Manual on all procedures for handling the business of the City of Morning Sun.
36. Attend meetings of Southeast Iowa Clerk's Association, Computer Management Group meetings, Iowa Municipal Financial Officer's Association meetings, and any other associations or meetings that will be of benefit to the proactive approach to managing City government.
37. Attend all training necessary for the accurate implementation of City records including City Clerk's Institute, Computer Management Seminars, etc.
38. Handle City of Morning Sun's Investments. Keep records of funds. Maintain knowledge necessary to make beneficial investments and inform the City Council when those opportunities present themselves, and when funds in the accounts are such that transfers would be in order.
39. Maintain knowledge of City financial condition so that payments are made on time and cash flow is available to cover city expenditures.
40. Do all year-end reports and roll over all programs on the computer to prepare for the New Year.
41. Prepare reports monthly for the Treasurer so she can reconcile books and make a report to City Council.
42. Co-sign all checks disbursed by the City and arrange for designated City officers to co-sign checks in a timely manner.
43. Send out invoices and keep track of any money owed to the City. Maintain policies and procedures for the timely payment of those invoices.
44. Keep an Activity and Incident Log of all incidents that may in any way involve a controversial issue.
45. Coordinate and assist Gas, Water, Wastewater, and Street Departments in any way possible, to deal with issues involving their departments.
46. Assist Sanitation service company with keeping systems operational and accurate and following the mandates set forth by the City Council.

47. Coordinate all deposits and payments for Iowa State Sales tax, 941 Tax Deposits and reports, State of Iowa Employee Withholding payments and reports, IPERS payments and reports, Iowa Workforce payments and reports in a timely and accurate manner.
48. Update and/or create and maintain the City's website and Facebook.
49. Start clerk school within three (3) years from hire date.
50. Obtain financial officer certification (optional).