TITLE: City Clerk/Development Services Director  
DEPARTMENT: Administration & Finance  
REPORTS TO: City Administrator, City Council  
FLSA: Exempt  
Salary: $60-68K, depending on qualifications  
Apply by: October 9, 2020

Full info at: www.washingtoniowa.gov/news-events/clerk-search

POSITION SUMMARY:
The City Clerk/Development Services Director is an exempt professional position with proficiency in management, budgeting and decision making; which performs work related to the management, oversight, planning and implementation of the city’s daily operations. This position will be required to attend and participate in council meetings.

The City Clerk follows prescribed policies and procedures and must be skilled in decision-making and generally work well with no supervision. Performs all other duties as assigned.

ESSENTIAL FUNCTIONS AND DUTIES:
Position holds primary responsibility for the following:

Supervise daily operations & employees of Development Services Department including code enforcement, permits, inspections, safety programming, and other departmental prerogatives.

Determine and priorities work plans and implement personnel, equipment and materials to accomplish results in a safe and efficient manner. Must have a thorough knowledge of operations and manpower necessary to perform tasks involving the city’s daily operations. Responsible for the oversight of all the city council’s activities; including but not limited to scheduling and publicizing meetings, recording measures considered, authentication and certification of measures, file records, maintenance of city records, issue of licenses and permits, apply and collect liens due the city. Responsible for keeping all City vehicles, equipment, tools, building and grounds in clean, safe and in good working condition as needed. Supervises work schedules and approves & coordinates employee leave time as needed. Interview, hire and evaluation of departmental employees. Preparation of yearly

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and special department budget requests. Purchases departmental supplies & equipment under applicable purchasing policies.

Coordinates with County Auditor’s Office, the Office of the Iowa Secretary of State, and candidates for office on election matters.

Oversees official records of the City and coordinates with all appropriate agencies in the processing of official actions of the Council.

Prepares the official agenda and attachments for meetings of the City Council, in coordination with the Mayor and City Administrator, and with the input of the City Council.

Coordinates with the Finance Director on various matters, including limited shared oversight of administrative staff as it relates to delegated Clerk duties.

Key member of administrative leadership team; works cooperatively with City Administrator and Finance Director to guide the organizational administratively. Coordinates departmental activities with other departments, and assists other departments as needed. Chief liaison to individual departments as assigned by City Administrator.

Serves as chief liaison to organizations such as Washington Chamber of Commerce, Main Street Washington, and/or others as assigned by City Administrator. Chief liaison to individual City boards, commissions, and task forces as assigned by City Administrator, and generally responsible for tracking and coordinating board & commission appointments with Mayor on a periodic basis. Provides backup staff support & guidance to Building & Zoning Official for the Planning & Zoning Commission.

Chief organizational liaison to media and primary responsible party for public communications from the City. Responsible for general maintenance of website and periodic updating. Extensive external public relations duties.

Oversee purchases of capital equipment including vehicle titles and administration of Capital Equipment Plan.

Must have ability to bend, stoop, lift and carry 25 pounds, and must be in general good physical health. Must have ability to hear speech and other sounds effectively for the taking of statements and directions. Must possess sufficient mental functions and capabilities to make rational decisions to handle operational needs and business decisions of the position. Must have ability to establish and maintain effective working relationships with supervisor, co-workers and the general public. Must be able to understand and follow instructions and written diagrams, and have mastery of the spoken and written English language. Must be able to speak, write and understand English to effectively communicate with fellow employees, contractors and the general public by telephone, electronically, in written format and face-to-face. Must have ability to perform mathematical calculations necessary for accounting and bookkeeping.

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Position performs other assigned duties as deemed necessary or as required.

TYPICAL DUTIES:
As above. Participates in the daily activities of the City of Washington’s operations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Must have positive and professional demeanor when conducting City business. Self-starter that can work with limited supervision. Must be careful and skilled in the operation of equipment & complete in record keeping as needed. Must develop thorough knowledge and understanding of safety rules and regulations and City policies. Must work within and enforce these rules, regulations and policies. Team player who inspires other employees to perform to the best of their abilities.

Ability to effectively express ideas verbally and in writing. Ability to establish and maintain positive working relationships with Supervisors, City employees and the general public. Ability to deal with all of the aforementioned tactfully and courteously. Able to solve problems and make quality decisions, when necessary in consultation with supervisors.

WORKING CONDITIONS:
Inside. Regular lifting, climbing, stooping, reaching, and handling activities. Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and Council. Requires eye/hand coordination, manual/finger dexterity and motor coordination. Requires clerical, forms, numerical, and verbal perception. Physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 25 pounds.

REQUIREMENTS:
BS Degree in Accounting or Business with a minimum of 5 years of experience in the administrative operations of municipal government preferred. Ability to communicate clearly, and keep accurate records. Ability to understand and carry out oral instructions as well as basic written instructions. Good public appearance and positive attitude. Must possess a current Iowa Driver’s License at time of hire and throughout employment. Must be insurable by the city’s insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical.

DISCLAIMER:
All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

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