



City Clerk/Treasurer

Supervisor: City Administrator

Location: City Hall

FLSA Status: Non-Exempt

Position Summary

The City Clerk/Treasurer for the City of Oelwein serves as a key administrative and financial officer responsible for overseeing official municipal records and managing municipal finances. In accordance with the Code of Iowa and local ordinances, this dual-role position functions under general administrative direction to ensure transparency, statutory compliance, and fiscal stability. Core responsibilities as City Clerk include preparing agendas, attending and recording proceedings for City Council meetings, and indexing official ordinances, resolutions, and council minutes. As Treasurer, the officer directs general accounting, daily cash flow operations, banking relations, and the investment of public funds. Financial duties also involve processing accounts payable, utility billings, and employee payroll operations. The position plays a critical role in assisting the City Administrator and Council with preparing the annual city budget, setting tax levies, and completing required state and federal financial filings. Furthermore, the City Clerk/Treasurer coordinates annual financial audits, oversees municipal debt servicing, and tracks city assets and grant revenues. Serving as a direct point of contact for residents, the officer handles citizen inquiries, publishes legal notices, and facilitates public communication on behalf of local government. Ultimately, this position maintains crucial administrative infrastructure to ensure the effective, compliant, and accountable operation of Oelwein's city government.

Essential Duties and Responsibilities

- Performs certification, attesting, and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring City certification; oversees the cataloging and filing all city records.
- Attends regular and special City Council meetings and/or public hearings; oversees or performs an accurate recording of the proceedings, prepares the minutes of said meetings using proper legislative terminology and format, recording, indexing and filing same for the public record; distributes information as requested.
- Administer oaths of office to any City officer required to give an oath.
- Files, records, and publishes ordinances and resolutions of the Council and oversees the codification of ordinances into the municipal code.
- Updates City Code books and other ordinances.
- Prepares, advertises, distributes, and/or publishes meeting agendas, bid and other legal notices, public hearing, and special meeting notices.
- Publishes and posts notices of varying nature as required and approved by the City Administrator.
- Administers the issuance of and verifies and/or forwards to the proper agency, the initial, renewal, or cancellation of various municipal licenses, including, but not limited to, bicycle, beer/liquor, cigarette, peddlers' licenses as assigned, etc., in accordance with applicable City ordinances and other regulations.
- Records expirations of boards and commission members.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested and as required per State and City Codes.
- Responsible for establishing, implementing, and maintaining City-wide, electronic, document imaging



records system for the City.

- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Coordinates dissemination and posting of information on City web site and social media accounts.
- Communicates official plans, policies and procedures to staff and the general public.
- Supervises the preparation and verification of weekly, monthly, and annual payroll processes and reports.
- Leads in the operation and maintenance of the City's central financial and management computer system.
- Oversees and coordinates the City's annual, independent, financial audit(s).
- Oversees billing of accounts receivable and utility accounts.
- Supervises and responsible for all City accounting, bookkeeping, record keeping, filing, and posts entries into appropriate ledgers and books of entry.
- Oversees processing all checks, bills, bonds and coupons, payroll checks, and utility bills as needed.
- Develops and presents a claims register, (displaying the proper fund debiting of each claim), at every Council meeting, when appropriate.
- Oversees the reconciling of bank statements monthly
- Establishes and supervises the maintenance of required files and records as needed or directed.
- Responsible for recording all bond and interest payments.
- Keeps a schedule of and record all Council meetings and public hearing agendas and proceedings of such meetings.
- Files timely reports as required by the state and federal government, i.e., taxes, financial reports, street finance, tax increment, budget reports, annual reports, etc.
- Oversees all tax increment financing development agreements and reporting to the state.
- Prepares purchase orders and secure necessary management approvals to initiate purchases.
- Handles all City investments in conjunction with the City Administrator and maintains an investment register.
- Supervises the administration office.
- Responsible for the distribution and filing of all incoming correspondence as directed by the City Administrator.
- Responsible for recording at the Fayette County Recorder's Office all land transactions engaged in by the City, any ordinance required to be recorded by Council action, street names and name changes, and any other required documents.
- Leads in preparation of administration budget annually, and in filing of Annual Budget and Budget Amendments, to be filed with the County Auditor and the Iowa Department of Management.
- Leads in the development of Administration budget, budgets for employee benefits (FICA, medicare, IPERS, MFPRSI, unemployment, workers compensation and health and life insurance) and budgets for liability insurance for all city property.
- Is responsible for cemetery records, which includes selling lots. Records names of lot owners and burials.
- Maintains map and description of voting wards for city election procedures.
- Maintains inventory and orders office supplies. Makes recommendation to the Administrator and City Council for purchase of machines and equipment for City Hall.
- Leads in accounting of all City finances and investment of fund balances, including monthly investment of customer water deposits. Develop reports as requested by the
- Mayor, Council or City Administrator in the use public funds.
- Signs all checks authorized by the city council.



- Performs duties of the City Administrator's in the City Administrator's absence and other duties as assigned by the administrator.

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Answers inquiries promptly by phone, email, in writing, and in person.
- 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

- Working knowledge of the principles and practices of modern public administration. Extensive knowledge of office practices and procedures. Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Must be able to speak and write fluently in the English language.
- Ability to accurately record and maintain records. Ability to establish and maintain effective working relationships with employees, other departments, officials and the public. Ability to communicate effectively verbally and in writing.
- Ability to work independently and to complete daily, weekly, bi-monthly, monthly, semi-annual, and annual tasks according to work schedules and other time constraints.
- Working knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications; some knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions; considerable knowledge of budgetary, accounting, and reporting systems, GAAFR, GAAP, and GASB.
- Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to accurately account for City funds.

Experience and Education

- Graduation from a college or University with a bachelor's degree in business management, public administration or a closely related field; or,
- Five (5) years of directly related experience; or,
- CMCC certification; or,
- Any equivalent combination of related education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Entry Level General



- Felony convictions and disqualifying criminal histories within the past seven years are not allowed.
- U.S. citizen.
- Must be able to read and write the English language.

Education and Experience

- High school diploma or equivalent.
- Associate degree from an accredited college or university with major course work in architecture, engineering or related field; five years of experience in construction and inspection work, real property acquisition, and administration of policies governing relocation activities; or an equivalent combination of education and experience.

Physical, Mental, and Visual Effort

- Frequently required to turn, stoop, kneel, crouch, crawl, reach, twist, walk and sit; occasionally required to stand, walk or climb.
- Occasionally required to lift, carry, push, pull, or otherwise move objects up to ten (10) pounds.
- Regularly uses hands and fingers to operate basic office equipment, including computer, telephone, copier, and fax machine.
- Regularly communicates with others through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.

Working Conditions

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet and typical of most office-type settings.

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 Oelwein 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 Oelwein is to be considered "at-will".