**Deputy City Clerk**

The Deputy City Clerk is an administrative position with work responsibilities in Clerk/Administration, Communication, Code Enforcement and Permits and other special projects as assigned by the City Clerk.

Responsibilities:

Assisting the City Clerk in the preparation of Council agenda packets, resolutions and ordinances, public notifications, meeting minutes and records management policies.

This position also serves as backup for accounts payable/receivables tasks, performs front desk tasks including handling public walk-in traffic, answering phone calls, accepting, sorting and routing mail and packages and accepting payments for items at the front counter. This position will also be responsible for cleaning the office.

Communication - Serves as the central point of contact for website updates, production of a city newsletter, preparation and mailing of letters, posting social media communications and supporting the marketing efforts of city events.

Code Enforcement/Permitting - Receives and tracks complaints from resident’s relative to nuisance violations, prepares notices to property owners requesting remediation and provides reports on cases when requested.

Also responsible for receiving permit applications, tracking their review/approval and collecting final payment.

Utility Billing – prepares utility bills, makes changes as needed & post utility payments.

Knowledge, Skills and Abilities:

Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

Analytical and critical thinking skills; ability to adapt and innovate to find solutions and achieve goals.

Flexible and able to multitask daily, including assisting with telephone and walk-in customer interruptions, and adapting to changing priorities while simultaneously meeting established deadlines.

Ability to work independently while also constructively contributing in a team environment.

Education, Experience and/or Other Requirements:

Minimum 3 years' related experience or a combination of equivalent education, training and experience providing the requisite knowledge, skills and abilities to perform the essential functions of the position.

Proficiency with Microsoft 365 (Word, Excel, Outlook, PowerPoint) design software, and a good knowledge of computers.

Candidates may be subject to a pre-employment physical, drug testing, criminal history & background check.

Fulltime - Pay based on experience

Benefits: Health Insurance, Paid Time Off, Retirement Plan

Application can be found on the city’s website – donnellsoniowa.org or at city hall. Applications are due by September 30th and can be emailed to [rschau@donnellsoniowa.org](mailto:rschau@donnellsoniowa.org) or dropped off at City Hall 802 Pershing Ave Donnellson, IA.

The City of Donnellson is an equal opportunity employer.