

CITY OF EARLHAM



CITY HALL

140 S CHESTNUT AVE
PO BOX 518
EARLHAM, IOWA 50072

Job Title: City Clerk
Department: Administration
Reports To: Mayor
FLSA Status: Exempt
Salary Range: [To be determined based on qualifications]

Job Summary:

The City Clerk serves as the chief administrative officer for the City of Earlham, overseeing daily municipal operations, financial management, recordkeeping, and compliance with state and local regulations. This role is pivotal in ensuring transparent governance, effective communication with residents, and the efficient delivery of city services.

Essential Duties and Responsibilities:

- **Council Support:**
 - Prepare and distribute agendas, packets, and official notices for City Council meetings.
 - Attend all regular and special Council meetings; accurately record and publish minutes in compliance with Iowa Code.
 - Maintain official records of ordinances, resolutions, and Council actions.
- **Records Management:**
 - Serve as custodian of all city records, ensuring proper filing, retention, and accessibility per state law.
 - Authenticate and certify official documents; manage public records requests.
- **Financial Administration:**
 - Develop and manage the annual city budget in collaboration with the Mayor and Council.
 - Oversee accounts payable/receivable, payroll processing, and financial reporting.
 - Prepare and submit required state and federal financial reports, including the Annual Financial Report and budget certifications.
- **Licensing and Permits:**
 - Administer the issuance and renewal of city licenses and permits (e.g., business, liquor, building).
 - Ensure compliance with applicable ordinances and state regulations.
- **Public Engagement and Communication:**
 - Act as liaison between the city and residents, addressing inquiries, concerns, and service requests.
 - Manage city communications, including newsletters, public notices, and updates to the city website and social media platforms.
- **Elections and Legal Compliance:**
 - Coordinate municipal election processes in collaboration with the County Auditor.
 - Ensure adherence to the Iowa Open Meetings and Open Records laws.

- **Administrative Oversight:**
 - Supervise and train administrative staff, including the Deputy Clerk.
 - Oversee city insurance policies, risk management, and compliance with safety regulations.
- **Additional Responsibilities:**
 - Serve as Notary Public for city-related documents.
 - Attend professional development workshops and maintain relevant certifications.
 - Perform other duties as assigned by the Mayor or City Council.

Qualifications:

- **Education and Experience:**
 - Associate's or Bachelor's degree in Public Administration, Business Administration, or a related field preferred.
 - Minimum of two years of experience in municipal government or administrative roles; experience in small-town settings is advantageous.
- **Knowledge, Skills, and Abilities:**
 - Proficiency in municipal budgeting, accounting principles, and financial reporting.
 - Strong understanding of Iowa municipal laws, including records management and open meetings requirements.
 - Excellent organizational, communication, and interpersonal skills.
 - Ability to manage multiple tasks and deadlines effectively.
 - Competence in using office software, including Microsoft Office Suite and accounting software.
- **Certifications and Licenses:**
 - Certified Municipal Clerk
 - Valid Iowa Driver's License.
 - Notary Public certification or ability to obtain within six months of employment.

Working Conditions:

- Standard office environment with occasional evening hours for Council meetings.
- May require lifting of materials up to 25 pounds.
- Position may involve occasional travel for training and professional development.

Application Process:

Interested candidates should submit a cover letter and resume to:

City of Earlham
 PO BOX 518
earlhamcityhall@mchsi.com

Application Deadline: 3:30 p.m. on Friday, May 9, 2025

The City of Earlham is an Equal Opportunity Employer and encourages applications from all qualified individuals.