

**CITY OF VAN METER
POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title:	Deputy City Clerk/Rec Coordinator	Reports to:	City Clerk, Administrator and Others as Delegated
Department:	Parks, Recreation, and Administration	FLSA Status:	Part Time Non-Exempt
Residency:	Not Necessary	Date:	November 2013

POSITION SUMMARY:

Under the general supervision of the City Administrator and City Clerk, serves in a variety of highly responsible administrative roles. Plans, organizes, prioritizes, markets, directs and physically assists the activities and work in the Parks, Recreation and Administration Departments. Acts as the backup to the City Clerk and is responsible for assisting with daily receipts, payroll, utility billing, and preparation of monthly accounts payable. Serves as the City spokesperson for all issues involving municipal recreation programs and assures operational effectiveness. Organizes and manages seasonal, contract, and volunteer personnel. Serves as official liaison to Parks & Recreation Board.

ESSENTIAL FUNCTIONS:

Serves as receptionist and first point of contact for the general public and as such diplomatically & efficiently handles comments & complaints from the public; and must effectively communicate with City Hall staff and departments- electronically, by telephone, in writing and in person. Position handles a variety of miscellaneous office tasks, including posting of receipts; general maintenance of cash-receipting system; and processing mail.

Assists with the preparation of biweekly payroll functions, including but not limited to: Receipt & review of time cards from departments; receipt & processing of time-off notices and related coordination with Department Heads/City Administrator; accurate preparation & filing of official records & reports; and ensuring proper handling of entire process in compliance with related programs and state & federal laws.

Assists in preparation of accounts payable, including but not limited to: Preparation of claims listing for City Council review & approval; working with department heads to correctly process each claim and assign to proper department; assisting Finance Director in establishing or enhancing purchasing control systems; maintaining updated vendor information and otherwise working with vendors as necessary to ensure accurate and timely payments.

Assists in oversight & maintenance of meter readings; maintenance of billing system; coordination with City meter reading personnel; preparing & sending bills; receiving payments; answering questions; coordinating late notices; preparing shut-off notices; and coordinating shut-offs.

Oversees, assists, and maintains systematic, complete, and accurate records and prepares reports as needed for various functions.

Develops, implements, and maintains public information programs, including the website and social media marketing techniques.

Develops and supervises a variety of recreation and park activities to meet the needs and desires of the citizens of the community as staff and budget permits.

Manages volunteers and organizes and schedules community events, special events, rec programs, and the like.

Develops and implements policies, procedures, goals, and objectives for the parks and rec department; assures park operations and public recreational programs are carried out according to Federal, State, and local laws, rules, and regulations.

Works with advisory board, school districts, and civic groups; resolves citizen complaints.

Develops long and short range planning and needs assessment for the improvement of the parks system and public recreational programs; evaluates program needs and accomplishments.

Prepares and presents the annual department budget; determines resource needs and financing requests; supervises departmental purchasing and controls the expenditure of funds.

Directs, assigns, plans, and reviews work of seasonal and volunteer staff; responds to and resolves personnel complaints and problems; maintains a productive work environment, recommends the appointment, promotion, and dismissal of personnel.

Any other duties as directed by the City Administrator or City Clerk.

TYPICAL DUTIES:

As above. Participates in the daily work activities of City Hall.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Above all else the successful candidate must be highly flexible and able to adapt to changing workplace pressures including the ability to focus despite continued interruptions. Must have an attention to detail and be highly organized and time conscious. Must have positive and professional demeanor when conducting City business. Must be a self-starter that can work with limited supervision. Must have strong, interpersonal skills and ability to be creative. Must possess an ability to effectively express ideas verbally and in writing; to prepare written reports which are informative, accurate, and comprehensive.

Additionally, the successful candidate should possess an ability to establish and maintain positive working relationships. Ability to deal with all tactfully and courteously. Able to solve problems and make quality decisions, when necessary in consultation with supervisors. Ability to effectively use computers, telephones and motor vehicles. Proficient in common office software and able to learn, understand & maintain financial/ billing software programs. Ability to be cross-trained to perform other duties.

REQUIREMENTS:

An Associate's degree in one of the following areas qualifies: Accounting, Business or Public Administration, Parks & Recreation or closely related field. Any equivalent combination of experience and education may be considered however relevant work experience and a Bachelor's degree are highly desirable. Must have an ability and

willingness to work a flexible schedule in regard to seasons of the year, time of day and day of the week.

ENVIRONMENT ADAPTABILITY

The work is generally performed in an office however work done in conjunction with community events, special events and rec program coordinating, may expose the employee to inclement weather, extreme temperatures, and moving mechanical parts and vibration.

The work absolutely will expose the employee to, unpleasant social situations, continuous interruptions, irregular work hours, significant work place pressure and visual strain.

PHYSICAL DEMANDS

This position does require extended periods of standing, walking, and sitting. Short periods of running, reaching, climbing, balancing, stooping, kneeling, crouching, crawling, tasting and smelling and otherwise physical activities are anticipated. The employee must occasionally lift and/or move more than 50 pounds.

ACKNOWLEDGEMENT

I have read and understand the information contained in the Position Description and Specifications. I have been given the opportunity to make any additions and/or corrections to this position description I felt necessary. I further understand that this Position Description and Specifications document is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. Also, while this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work extra time, irregular shifts or hours, and outside of the normally defined workday or work week without additional pay. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right.

Employee's Signature

City Administrator

Date

Date

The City of Van Meter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.