

City of Zearing Job Posting – City Clerk Consultant / Part Time

Position: City Clerk Consultant **Reports to:** Mayor & Council

Department: City Hall **Revision Date:** October 2022

Job Title: City Clerk Consultant (Contract Employee)

General Summary: The City of Zearing is seeking an experienced person to provide consulting to support key functions of City clerk, administration, budget, fiscal reporting, and municipal policy & code. The consultant would assist with providing training/mentoring for City Clerk. The consultant would provide feedback & recommendations to the Mayor and City Council. This position will be under the general direction of the Mayor and City Council. The duration of this position is expected to be a maximum of 6-12months. With anticipation of 8-10 hours per week. Salary commensurate with experience, skills & qualifications.

Qualifications:

- Prior City Clerk experience. Prior Consultant experience.
- Experience with municipal budgeting, reports, public finance administration and practices.
- Accounting background / degree – Accounting, Business, Finance or related field.
- Completion of City Clerk Institute (Iowa).
- Experience with Open Meeting & Open Record Laws – Chapter 21 & 22.
- Experience with ordinances, resolutions, filing, utility billing and budget prep work.
- Background in maintaining records and legal documents.
- Applied knowledge of computers and software programs. Proficient in Microsoft Office.
- Strong understanding of Federal, State and local municipal laws.

Responsibilities/Areas of Focus:

- City Clerk Consultant to assist in focus areas of City Budget, Financial Reporting, Municipal code & legal requirements, organizational efficiencies, and other critical City Clerk responsibilities.
- Coordinating and providing assessment of City fiscal practices while assisting with development and training to improve efficiencies of operation.
- Assist with development and implementation of policies to improve City overall performance.
- Further develop and train process controls within City and provide training to staff.
- Provide mentoring/training for City Clerk.
- Demonstrated ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments and the general public.
- Provide feedback to Mayor & Council on needed areas of improvement. Management practices, policies or other.
- Assist with evaluation of City program operation, governmental operations, and controls to ensure effective oversight.
- Evaluate and provide recommendations and guidance to City on departments needing fiscal, administrative or policy improvements.
- Assessment of Clerk & Deputy Clerk responsibilities to improve overall efficiencies of roles and balance workloads.

Physical Requirements:

- Work is performed indoors in an office setting and involves extended use of a computer and other technology.
- Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The City reserves the right to change or reassign job duties or combine positions at any time.

Applications as well as a full job description are available at City Hall. Completed application should be returned to City Hall.

Job posting will close on November 11, 2022. The City of Zearing is an EOE.