
Position Title	DEPUTY CITY CLERK/UTILITY BILLING/ZONING SECRETARY
Department	ADMINISTRATION
Accountable To	CITY CLERK & CITY COUNCIL
Exempt/Non-Exempt	NON-EXEMPT, FULLTIME

POSITION SUMMARY

The duties of the Deputy City Clerk involve assisting the City Clerk/Treasurer as assigned, keeping accurate records of utility billings, customer service and handling all zoning requests. The Deputy City Clerk is also responsible for helping coordinate elections within the City. The Deputy City Clerk serves as Acting City Clerk/Treasurer in the absence of the City Clerk/Treasurer.

ESSENTIAL FUNCTIONS

Duties shall include, but not be limited to, the following areas:

Reception and Customer Service

- Provides customer service effectively and efficiently to the citizens of the City of Isle and other constituents.
- Receives requests, complaints and information from the public and transmits to staff and/or Council to process as needed.
- Answers phones and provides information and assistance to the public on request. Assists them by answering questions, researching records, directing them to the appropriate person or recording and transmitting messages to City staff or officials.

Zoning Administration and Enforcement

- Enforce and administer all provisions of Zoning Ordinance within the City of Isle.
- Issue permits for permitted uses and/or activities which comply with the provisions of the City's Zoning Ordinances.
- Maintain permanent and current records; including but not limited to maps, amendments, variances and conditional uses.
- Receive, file and forward, along with recommendations, all applications for appeals, variances, conditional uses or other matters to the City Council.
- Take appropriate actions or proceedings against a violator of the City's Zoning Ordinances.

Administrative Duties

- Composes correspondence, reports, memos, letters, minutes, meeting notices, resolutions and ordinances on behalf of the City Council and City.
- Arranges and publishes notices of meetings and ordinances as required by law. Provides certified copies of proceedings and records of the City upon request.
- Oversees and processes all building permit applications.
- Prepares a variety of reports and files with appropriate state, federal and county offices.
- Acts as liaison with state and county agencies, city attorney, engineering firm and auditor.
- Responsible for Utility Billing, collections and related reports.

Deputy City Clerk/Utility Billing/Zoning Secretary

- Assists the Clerk with Accounts Payable and payroll duties.
- Deposits Utility payments and Accounts Receivable at designated financial institutions.
- Prepares the quarterly City newsletter.
- Coordinates the rental of City facilities.
- Issues dog licenses.
- Issues Fire permits, golf cart permits and Zoning permits.
- Assists the Police Department with data requests and Firearms permits.
- Assists the Liquor Department with clerical and bookkeeping duties.

Elections

- Administers local elections in accordance with state and county requirements as head judge.
- Oversees elections, notices, scheduling and training of election judges and maintains election records.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of City Code, ordinances, resolutions and policies
- Knowledge of State and County election procedures and operations
- Knowledge of laws, rules and regulations affecting City government
- Ability to maintain accurate and complete records and files
- Ability to communicate effectively both orally and in writing with City staff, State and County officials, elected officials and the public
- Ability to prioritize work, research and solve problems
- Ability to read, write and understand English
- Ability to represent the City in a professional, courteous and efficient manner
- Skill in operating office equipment
- Ability to account for and handle money
- Ability to compose correspondence, minutes, reports and other written materials
- Ability to prioritize City needs and to coordinate operations and services
- Ability to handle public contact with friendliness, responsiveness and tact
- Must be detail oriented, adaptable, flexible and a quick learner

MINIMUM EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- Three years experience in general office environment working with the public
- Commit to obtaining MN State Certified Municipal Clerk Certificate through 3 year courses

DESIRABLE EDUCATION AND EXPERIENCE

- Three years experience in billing, clerical, computer and zoning practices and procedures; preferably in municipal government
- Certified MCFOA Certificate and/or Minnesota Certified Municipal Clerk certificate
- Fund Accounting and/or budget experience.

OFFICE EQUIPMENT

- Fax
- Copy Machine
- Computer
- Printer

Deputy City Clerk/Utility Billing/Zoning Secretary

- Telephone
- 10-key Calculator

COMPUTER SOFTWARE

- UBMax/Softline Utility Billing
- Microsoft Office Suite (Word, Excel, Power Point)
- Lathem Payroll

WORKING CONDITIONS

Works indoors during a majority of the time in an office setting including sitting and standing at desk for extended periods of time. Uses a number of repetitive movements and fine motor skills including finger dexterity. Uses near vision, ability to focus, sense of touch and hearing. Physical demands also include walking, reaching, pulling/pushing, grasping, twisting/turning and some kneeling. Performs some lifting/carrying of objects such as files/file boxes and copy paper. Works flexible schedule including occasional evenings. Position specifics includes regular, potential and unpleasant, adverse working conditions and occasional exposure to office related chemicals.

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use – with proper safeguards and security measures – only the data necessary to complete specific work duties or work assignments and to do so in full compliance with city policies and procedures and state statutes.

COMPENSATION & BENEFITS

The Deputy Clerk position starting wage is currently at \$17-\$19 per hour with an average of 40hrs per week. There are opportunities for over time at one and one half times wage. (Wage negotiation considerations for MCFOA & IIMC accreditations or other certificates pertaining to the position). Paid Holidays, Vacation, Sick and Comp-time accrued after first day of employment. Employee health and life coverage 100%, with the option of supplemental coverages. MN Public Employee Retirement Plan with a current wage match of 6.7%, plus MN State Retirement optional investment opportunities.