

Deputy City Clerk

City of Rock Valley, Iowa

Position Summary

The City of Rock Valley is seeking a professional, organized, and customer-focused individual to serve as Deputy City Clerk. This position plays a vital role in supporting the City Clerk's office and assisting with a variety of municipal administrative, financial, and public service functions.

The Deputy City Clerk works closely with city staff, elected officials, residents, and outside agencies to ensure efficient day-to-day operations of city government.

The City offers a competitive salary and comprehensive benefits package, including health insurance, retirement benefits through IPERS, paid holidays, vacation, sick leave, and opportunities for professional development.

Essential Duties and Responsibilities

- Assist the City Clerk with the administration of municipal operations and records.
- Prepare, process, and maintain official city records, reports, ordinances, resolutions, contracts, and correspondence.
- Assist with City Council meeting preparation, including agendas, packets, minutes, and publication requirements.
- Provide customer service to residents, businesses, contractors, and visitors.
- Process utility billing, payments, permits, licenses, and other municipal transactions.
- Assist with accounts payable, accounts receivable, payroll, and financial recordkeeping.
- Maintain records in compliance with Iowa public records and records retention requirements.
- Assist with elections, public notices, and legal publications.
- Respond to inquiries from the public and direct requests to appropriate departments.
- Perform administrative support functions for various city departments as assigned.
- Serve as Deputy City Clerk and perform the duties of the City Clerk in their absence.

Qualifications

- High school diploma or equivalent required; associate's or bachelor's degree in business administration, public administration, accounting, or a related field preferred.
- Previous experience in municipal government, office administration, accounting, bookkeeping, or customer service preferred.
- Strong computer skills, including proficiency with Microsoft Office applications.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to maintain confidential information and exercise sound judgment.

- Ability to work independently while managing multiple priorities and deadlines.

Compensation and Benefits

- Competitive salary based on qualifications and experience.
- IPERS retirement participation.
- Health insurance benefits.
- Paid vacation, sick leave, and holidays.
- Professional development and training opportunities.

How to Apply

Submit a completed application, resume, and cover letter to:

Tina Vande Kamp, City Clerk
tina@cityofrockvalley.com
(712) 476-5707
City of Rock Valley

Application Deadline

Applications will be accepted until the position is filled.

Equal Opportunity Employer

The City of Rock Valley is an Equal Opportunity Employer and encourages qualified candidates from all backgrounds to apply.