

The City of Onawa, Iowa is accepting applications for the full-time position of City Clerk. This position is the Chief Financial Officer of the City, responsible for maintaining and safekeeping of all city funds, files, & records. Duties include Council and board meetings, agendas, minutes, billing, payroll, budget, financial reports & audits. Must be accurate, proficient, multitask efficiently, possess good communication skills, work well with the public, and be able to use independent judgement. A regular state issued driver's license from the State of Iowa-or ability to obtain- and a pre-employment physical and drug/alcohol screening are required.

Full job description and applications are available at City Hall, 914 Diamond Street, Onawa, Iowa 51040, 712-433-1181, as well as online at onawa.com. Mail or drop off application and resume at City Hall or e-mail to tsparks@onawa.com . Position open until filled with the first review of applications to begin after August 13, 2024. The City of Onawa is an EOE.

CITY OF ONAWA

POSITION DESCRIPTION

TITLE: City Clerk

REPORTS TO: Mayor and City Council

SUMMARY OF RESPONSIBILITIES:

Primary representative of the governing office of the City. Initial contact person for most new city business and continuing city business. Performs all tasks as directed by the Onawa Code of Ordinances and directive of the Onawa City Council. Chief Financial Officer of the City with responsibility of investing and safekeeping all city funds and files, recording all cash transactions of the City; responsible for all city insurance transactions including property, liability, and all payroll insurance transactions. Maintains and safekeeps all records of the City including, but not limited to, the records of the City Council, its boards and committees, financial records, legal instruments, (deeds, leases, contracts, etc), utility billing, and payroll. Prepares and delivers to the Council agenda's of all regular monthly meetings and delivers all council informational data and reports to the council members. Provides council members, as well as other factions, information and data relating to the business activities of the City as necessary. Directs pre-auditing, budgeting, and all activities related to the central accounting operation of the City, prepares annual budget and all other monthly financial reports of the City. Directs, coordinates, and supervises the work activities of the staff of the City Office. Attends meetings relating to the various activities of municipal operation, attending annual schooling to improve and advance educational avenues in relation to municipal government and management. Primary back-up for the duties of the Deputy Clerk in case of absence, secondary back-up for the duties of the secretary in case of absence. Performs such other duties as assigned from time to time.

PHYSICAL REQUIREMENTS:

Must be able to perform sedentary work involving sitting most of the time with occasional walking and standing activities. Position requires climbing, stooping, crouching, reaching, walking, pulling, fingering, feeling, balancing, kneeling, standing, pushing, lifting, grasping, and repetitive motion activities. Above average hearing and verbal communications skills are required to carry out the high level of interpersonal communication responsibilities of this office. This is an administrative position requiring close visual inspection of printed materials and accurate detail work at distances close to the eyes. This work is performed indoors with environmental

conditions protected from weather variables but not necessarily from temperature changes. Occasional hazards include proximity to moving mechanical parts, electrical current, and occasional temperature variations. A wide range of intellectual and practical problem solving is required often with reference to written materials using non-verbal symbolism and requiring the capacity to comprehend difficult concepts.

**CITY of ONAWA
APPLICATION FOR EMPLOYMENT**

"CITY of ONAWA IS AN EQUAL OPPORTUNITY EMPLOYER"
Federal and State law prohibit discrimination on the basis of race, religion, sex, age, national origin, marital status or mental or physical disability. No question on the application is intended to secure information to be used for such discrimination.

THIS IS A FILLABLE FORM. PLEASE TYPE IN THE INFORMATION TO FIT THE SPACES.

GENERAL INFORMATION

Date: _____

Position(s) Applied For: _____

Name _____

Address _____

Home or Cell Phone _____

E-mail address _____

Have you ever filed an application at the City of Onawa before? Yes No

If yes, give the date _____

Have you ever been employed at the City of Onawa previously? Yes No

If yes, give date & department _____

Are you currently employed? Yes No

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Applicants are subject to background checks.

Employment desired: Full-time Part-Time Temporary

When are you available for work? _____

Can you travel if the job requires it? Yes No

Have you ever been convicted of a felony? Yes No

If yes, explain: _____

VETERANS PREFERENCE

Chapter 35C, Code of Iowa, provides certain rights, including preference in hiring if equally qualified, to certain veterans of the U.S. Military Service. Qualifications for these rights is defined by the statute.

Are you a veteran of the United States military service? Yes No

If yes, did you receive an honorable discharge? Yes No

Are you a member of the Reserves or National Guard? Yes No

Branch of Service and dates of Active Duty: _____

Any person who may wish to claim a Veterans Preference must submit a copy of a certified form DD214 by the deadline set for the receipt of applications for the position of which the person is applying.

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# OF YEARS	MAJOR or DEGREE	CHECK IF GRADUATED
High School					
College					
Graduate School					
Bus. Or Trade School					
Professional School					

DRIVER'S LICENSE (Only for positions which require driving or travel is required for the position)

Do you have a driver's license? Yes No

Driver's License # _____ State of Issued _____ Expiration Date: _____

Do you have a Commercial Drivers License (CDL)? Yes No If yes, type: _____

CDL Endorsements: _____

Have you had any accidents during the past three (3) years? Yes No How many? _____

Have you had any moving violations during the past three (3) years? Yes No How many? _____

OTHER SPECIAL SKILLS

Please list other special skills you may have, e.g. fluency in other languages, licenses, specialized training, apprenticeships, or job-related military training.

Can you provide verification for the special skills? Yes No

WORK EXPERIENCE

Please list your work experience beginning with your most recent job. If you were self-employed, give firm name. Exclude organization names which indicate race, religion, color, national origin, age, sex, disability, sexual orientation, or veteran's status.

Employer:	
Address:	
Job Title:	Supervisor:
Dates of Employment: From:	To:
Work Performed:	
Reason for Leaving:	

Employer:	
Address:	
Job Title:	Supervisor:
Dates of Employment: From:	To:
Work Performed:	
Reason for Leaving:	

Employer:	
Address:	
Job Title:	Supervisor:
Dates of Employment: From:	To:
Work Performed:	
Reason for Leaving:	

REFERENCES:

Please list two (2) references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

Your application will remain confidential unless you agree to disclosure by signing below

I agree to allow this application to be subjected to disclosure, check the box and sign next to it.

Signature of applicant Date Signed

Check the box and sign below to give the City of Onawa the authority to contact any previous employers.

Signature of applicant Date Signed

WAIVERS AND DISCLOSURES

Please read each section carefully sign below and date

AT-WILL EMPLOYMENT

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature of Applicant

Date Signed

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Thank you for applying to the City of Onawa