

## JOB DESCRIPTIONS

### City of Lone Tree, IA

Updated January 8, 2025

\*\* Duties include the following, but are not limited to these items. \*\*

#### **City Clerk/Treasurer**

Classified: Full Time

Hours: M-F 7:30am – 4:30pm (1 hour lunch)

- Finances
  - Monthly, quarterly and annual reports (see attachment)
  - Bank reconciliation
  - Maintain city bonds with payments and reimbursements
  - Maintain city investment CDs
  - Annual city budget
    - Hold work sessions to gather upcoming fiscal year data
    - Enter all data online in budget system
    - Organize all aspects of state requirements including each items due dates
    - Submit all public hearing and publication requirements
    - Hold public hearings and special meetings
    - Confirm all requirements met and submit to IDOM and county auditor
  - Annual exam/audit
    - Send out RFP, present to Council, letter to approved proposal
    - Coordinate with selected auditor on dates for exam
    - Gather all requested information auditor is asking for and answer any questions pertaining to the audit
    - Publish results
- Accounts Receivable
  - Checks received stamped and sorted
    - Utility bill payments (see under utility billing)
    - Miscellaneous payments
      - Enter receipt into fund software assigning appropriate chart of accounts
  - At month end organize deposit for miscellaneous accounts receivable and take to bank
    - Examples: permits, licenses, garbage stickers
  - Enter all ACH payments received at time of deposit
    - Examples: Road Use Taxes, LOST, interest
- Accounts Payable
  - All invoices to be matched with receipts and assigned appropriate chart of accounts code for payment to be made out of

- Any invoices with questions or no receipt to match do research and resolve questions
  - All invoices added To Be Paid list for approval at next city council meeting – added to agenda packet
  - Certain invoices to be paid ahead of meeting that have specific due dates, such as phone and electric bills (these added to Paid in Advance list and added to agenda packet)
  - Following city council meeting all approved invoices to be paid
    - Enter and print checks from software
    - Write check number and date on all invoices, file in appropriate month paid
    - Mail payments, distribute reimbursements to employees
  - Enter any ACH payments city has set up at time of disbursement
    - Example: SRF bond payments twice a year
- Utility Billing
  - Maintain customer accounts in software
    - Final reads for those moving out
    - New customers for move ins
    - New accounts for new homes
    - Update all forwarding address or address changes
  - Every other month utility bills (Jan, March, May, July, Sept, Nov)
    - Update all accounts
    - Create route in software and upload to meter software for public works to read meters
    - Once meters are read download reads back into software
    - Calculate bills
    - Verify billing amounts – make changes if any errors – verify amounts again if changes were made
    - Request meter reports to be ran by public works for any high bills – print report and mail with bill
    - Print bills onto 2-up pages of postcards
    - Separate into individual postcards
      - Sort into categories of: PO Box, Mailboxes at residence, out of state and multiple bills to same resident
        - Those out of state or multiple accounts label an envelope and send that way
    - Online submittance to USPS of postcard mailing, cut check for postage amount, take all to post office for mailing
  - Manage all payments from residents
    - In person cash (write out receipt), in person credit card (login to All Paid for payment), in person check (stamp on back)
  - Enter payments into receipt batch in software
  - Organize weekly receipt batches to be posted in software, deposit made for bank, take deposit to bank
  - Balance software after each deposit

- Maintain all accounts managing due date
  - Late fees to applied and letters sent
  - 24-hour notices of shut off made and given to public works to be posted at residence
  - Work order made for residence that need shut off for non-payment and given to public works
    - Once paid in full notify public works for water to be turned back on
  - Add notice and reconnect fees to appropriate accounts
  - Manage calls from residents to make arrangements for late payments
  - Manage payment agreements
- Handle all phone calls or in person complaints and questions about utility bills
- Make monthly Water Excise Tax payment
- Make annual Sewer Sales Tax payment
- Update rates every July 1<sup>st</sup> per ordinance, verify new rates calculate correctly
- Payroll
  - Collect and maintain payroll forms for employees
  - Create and maintain employee records in software
  - Enter new wages in software, review calculations are correct
  - Review timesheets, give to Mayor for signature
  - Figure department percentages for public works
  - Figure hours for community dining
  - Enter hours, holidays, time off into software
  - Calculate and verify pay
  - Run reports - verifying time off, deductions and calculations
  - Print checks
    - Enter ACH or sign checks, distribute to employees
  - Monthly payroll reports and make payments where necessary
    - FICA, IPERS, State Withholding, Unemployment
  - Annual payroll reports
    - W-2 (submit to state, feds and employees), salary publication to newspaper
- Council Meetings
  - Organize and maintain agenda throughout the month
  - Gather all items for council packets
    - Monthly financial reports
    - Bills to be paid and paid in advance
    - Previous minutes
    - Information for each agenda item
  - Print and distribute council packets
  - Hang agenda at city hall and post office

- Upload agenda onto website
- Create script for meeting that will assist council members with motions and if roll call is needed
- Prepare all documents that will require Mayor's signature following meeting
- Attend all council meetings
- Take minutes
- Type and verify minutes
  - Give to Mayor for signature
    - After signed add to minutes book
  - Submit to newspaper for publication
  - Upload to website
- Follow up on agenda items
  - Sign and file all resolutions & ordinances
  - Any requests made by council for research into items
  - ABD, accept estimates, etc.
- Other Meetings
  - Board of Adjustments
    - Contact board members when meeting is needed and organize date and time
    - Publish notice of meeting
    - Send out letters to neighboring residents about meeting
    - Attend meeting to assist board if needed
    - Publish board decisions
  - Bi-annual IMFOA conference in Des Moines
    - Attend 2-day conference in April and October
  - Annual budget meeting
    - Attend 1-day conference in November
- Cemetery
  - Maintain all cemetery records
    - Plot purchased
      - Help patron to pick an available plot
      - Receive payment
      - Record purchase in appropriate cemetery book and on large map
      - Create deed
        - Give original to patron and any copies they want
        - Place original in deed book
        - Place original in file to be used for annual reporting
    - Burial
      - Gather interment order and payment from funeral home or family
      - Record burial in appropriate cemetery book

- Create work order for burial plot to be flagged by public works for digging
  - Monument placement
    - Gather monument permit and payment
    - Create work order for burial plot to be flagged by public works for placement
  - Prepare and submit annual Perpetual Care report
- Community Dining
  - Type menu
    - Print copies
    - Upload menu onto website
    - Post menu at City Hall
  - Deposits
    - Enter all meal contributions into fund software by day
    - Organize weekly deposits and take to bank
  - Month end verify all receipts and add to list of bills to be paid
    - Match receipts to invoices once received
  - Track donations and order items to use donations towards
- General
  - Greet residents
  - Answer phone
    - Listen to answering machine and return calls
  - Answer code or general questions from residents
  - Manage drop box
  - Order office supplies
  - Clean office
  - Shovel city hall sidewalks and steps
  - Take all complaints
    - Discuss with Mayor, handle any follow up such as write a letter or call resident
  - Receive and review building permits
  - Issue golf cart permits
  - Issue dog licenses
  - Maintain/write (if needed) all resolutions and ordinances
  - Maintain website and electric sign
  - Manage reservations for community building and parks
  - Go to post office daily
  - Manage any documents that need to go to the county offices
  - Maintain flag a city hall
    - Half staff alerts, order new and replace when damaged
  - Maintain all 28E agreements or contracts with outside vendors
    - Examples: Johnson County Sheriff, LT School for library, ION, Johnosn Couty Refuse
  - City liaison for communicating with city attorney and city engineer

## **Clerk Reports w/ Due Dates**

### January 31

- Payroll Reports- W-2 Forms to EE
- 1099 Forms- Federal and State to EE
- Payroll Reports-W-2/1099 Forms Due to Federal/State Governments
- Salaries Publication
- Sales Tax (sewer tax/due annually)

### March 5

- Proposed tax levy (submit online DOM no later than March 5)

### March 31

- Payment to State Auditor due for filing fee of audit
- Wellmark CAA reporting

### April

- Hold property tax levy hearing (only item on this agenda)
- Hold special meeting for full budget adoption

### April 30

- Budget Certification
- Perpetual Cemetery Report
- American Rescue Plan reporting

### August 31

- Outstanding Obligations Report

### September 30

- GASB 77 letters
- Renew Sam's (expires 10-31-25)

### November 1

- Unclaimed Property Report (Treasure Hunt)

### December 1

- Annual Financial Report
- Tax Increment Financing Certification
- Annual Urban Renewal Report
- Street Finance Report

### Monthly

- Treasurer's Reports (in agenda packets)
- FICA (IRS payment/EFTPS)
- IPERS (IPERS)
- Water Excise Tax (govconnect)
- Employment Statistics (will get email around the 12<sup>th</sup>)

### Quarterly

- Unemployment (Workforce Development)
- State Withholding (govconnect)

### Annually

- Sewer Sales Tax (govconnect)

## **Public Works**

Classified: Full Time

Hours: M-F 7:00am – 3:30pm (1/2-hour lunch)

- Streets
  - Check streets & alleys for needed repairs
    - Fix pot holes
    - Add gravel to alleys
  - Paint parking lines & crosswalks
  - Pick-up dead animals
  - Vacuum leaves (approximately end October – November)
  - Pick-up yard waste weekly (March-November)
  - Chip once a month (March-November)
  - Remove storm damage from streets
  - Monitor street work by outside vendors
  - Mow & maintain old lagoon – manage compost piles
  - Maintain storm sewers – clean grates
- Parks
  - Mow and trim
  - Empty trash
  - Hang reservations signs
  - Clean bathrooms
  - Winterize bathrooms
  - Put up and take down tennis/pickle ball nets
  - Maintain grounds by trimming trees, spray weeds, picking up sticks and trash
  - Maintenance on play equipment
  - Maintenance on shelters & picnic tables
- Cemetery
  - Mow and trim
  - Flag plots for burials and monument placements
  - Maintain new graves
    - Backfill or remove extra dirt – level
    - Seed
  - Maintain grounds by trimming trees, spray weeds, picking up sticks and trash
  - Cemetery clean up twice a year
    - Post signs for cleanup prior to March 15<sup>th</sup> & September 15<sup>th</sup>
    - Begin city's portion of cleanup following final dates of April 15<sup>th</sup> & September 30<sup>th</sup>
      - Remove dead or fake flower arrangements
      - Remove any objects in the way of trimming, place on trailer
      - Mow and trim

- Water
  - Check for water leaks
  - Fix water main breaks
  - Replace water tower lights
  - Mow water plant
  - Read meters every other month (Jan, March, May, July, Sept, Nov)
  - Run & report final reads on work order when requested
  - Run usage reports when requested
  - Hang 24 hour shut off notices
  - Shut off water at curb stop for non-payment when requested
  - Repair curb stops
  - IA One Call locates
  - Flush hydrants annually
- Sewer
  - Mow & trim at wastewater plant & lift station
  - Spray to maintain weeds at both locations
  - Trim trees at both locations
  - Roll out dumpster every other week for disposal
  - Check manholes for backups – contact vendor if needed to jet sewer main
- Snow
  - Plow
    - Streets
    - Alleys
    - Public parking, business district of DeVoe St
    - Community building parking lot
    - Fire station
    - Water plant
    - Wastewater plant
    - Parks
    - Lift station
    - Cemetery
  - Remove snow piles
    - Business district
    - Fire station
    - Funeral home
  - Administer salt/sand to streets
  - Shovel city owned sidewalks
  - Put up & remove snow fences
- General
  - Purchase city supplies
  - Maintain all city equipment
  - Building maintenance when applicable



- Electrical, plumbing, H-Vac, general repairs
- On call every other weekend for any emergency calls
- Catch dogs that are running loose, return to owners
- Assist & monitor third party contractors
- Deliver gravel to patrons
- Operate dump truck
- Operate backhoe
- Maintain stock piles of gravel, sand and salt
- Maintain neglected properties after notice sent to property owner by city clerk
  - Mowing, trimming of trees, weeds
    - Track time and equipment used at each property – report info back to city clerk for billing
- Shut down streets with road closures when requested
- Assist with preparing for special events
  - Move picnic tables
  - Put out extra trash cans/bags
  - Move bleachers
- Mow city hall
- Mow & trim fire station

## **Community Dining**

Classified: Part Time

Hours: M-F

- Cook: 5.5 hours/daily
- Dining Room: 5 hours/daily
- Transport: 1.5 hours/daily

### Cook:

- Hold and maintain food license
- Write menu
- Organize grocery lists
- Place grocery orders with food delivery vendors
- Prep and cook meals
- Clean dishes
- Clean kitchen
- Confirm time sheets with signature, take to city hall

### Dining Room:

- Organize and manage daily orders
  - Track daily meal count
- Set up dining room for in person diners
- Assist cook in prepping and cooking meals
- Take payments
  - Enter daily payment receipts onto contribution report
  - Weekly - take payments to city clerk
- Clean dining room
- Maintain and organize all food receipts
- Monthly - take receipts, meal counts and contribution report to city clerk

### Transport:

- Deliver to go orders
- Take payments

### \*Shared Duties (cook & dining room)\*:

- Fill to go orders
- Hand out pick-up orders
- Serve in person meals
- Get groceries
- Put groceries away, rotate stock
- Report any issues with building to city hall
- Decorate for holidays
- Shovel steps
- Extra cleaning & stocking supplies when building is rented
- Put recycling out weekly