



**Mount
Vernon**
IOWA

Michael Beimer, City Administrator
Mark Winder, Chief of Police
Dan Boggs, P.E., City Engineer

Jim Moore, Mayor

Council:

Jamie Hampton
Marianne Taylor
Francesca Thompson
Bill Niemi
Eric Roudabush

November 13, 2014

Marsha Dewell is an extremely dedicated worker and possesses a very strong, professional work ethic. In her role as Administrative Assistant she has always readily assessed any situation and has represented the City very well. We have the utmost confidence in her work and abilities and therefore it is our recommendation that she be promoted to the position of Deputy Clerk.

Sue Ripke
Asst. City Adm./City Clerk

Michael R. Beimer
City Administrator

POSITION DESCRIPTION

Class Title: Deputy Clerk
Department: City Hall Staff
Date: June, 2009

GENERAL PURPOSE

Performs daily duties as outlined in the job duties of Administrative Assistant III and exercises all of the powers and duties of the City Clerk in the Clerk's absence or inability to act, as provided for in the Mount Vernon Code of Ordinances, Chapter 18, 18.02.

SUPERVISION RECEIVED

Works under the immediate supervision of the City Administrator

SUPERVISION EXERCISED

Administrative Assistant I, Administrative Assistant II and Administrative Assistant III.

DESIRED MINIMUM QUALIFICATIONS

Graduation from high school education or GED equivalent
Broad knowledge of computer, Microsoft Word, Excel, Publisher, and basic office equipment
Minimum five years office experience with the City of Mount Vernon.
Successful completion of three year Municipal Clerks School with a passing grade.
Cross-trained in all aspects of city hall duties as outlined on Job Duties list.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fund accounting, council meeting attendance and minute taking, utility billing, payroll, cash receipting, misc.

The above statements are intended to describe the general nature and level of work to be performed by the person with this classification. These are not to be construed as an exhaustive list of all job duties to be performed within the classification. This job description may be changed from time to time as deemed necessary.

ARTICLE 7
PERFORMANCE AND DISCIPLINE

Section 7.1.

The Union recognizes its responsibilities as the exclusive bargaining agent of the Employees. The Union recognizes that to provide maximum opportunities for employment and fair compensation, the City must operate efficiently, and at the lowest possible cost consistent with fair labor standards. The Union recognizes the need for fair and appropriate discipline to ensure Employee conduct is consistent with established standards reasonably related to Employee job performance. In furtherance of these objectives, the Union agrees to:

- (a) Cooperate with the City and support its efforts to assure a full and fair day's work by Employees;
- (b) Actively combat Employee absenteeism and any other practice that restricts efficient operations of the City; and
- (c) Strive to maintain and improve good will between the City, the Union, the Employees, and the public.

Section 7.2.

The City shall not discipline any Employee without just cause. Disciplinary actions may include: training, written counseling, written reprimand, suspension without pay, demotion, and discharge.

ARTICLE 8
SALARIES AND WAGES

The following is the salary schedule for fiscal year July 1, 2012 through June 30, 2015, shall be as follows:

	7/1/12-3.5%	7/1/13-3%	7/1/14-2.5%
Operator I (12 months) and Administrative Assistant (12 months)	15.96	16.44	16.85
Operator II and Administrative Assistant II	19.05	19.62	20.11
Operator III and Administrative Assistant III	21.23	21.87	22.42
Lead Operator	24.18	24.91	25.53
Assistant Lead Operator I	23.02	23.71	24.30
Deputy Clerk	23.02	23.71	24.30

An employee who has been employed as an Operator will become an Operator III on his or her fifth (5th) anniversary if not previously promoted to that designation.