



**CITY OF ANKENY IOWA**  
**invites applications for the position of:**

## **City Clerk**

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**SALARY:** \$80,694 – 108,292 Annually

**OPENING DATE:** xx/xx/19

**CLOSING DATE:** xx/xx/19 11:59 PM

**FUNCTION:**

The City of Ankeny, Iowa, recently named the fastest growing city in the Midwest by the U.S. Census Bureau, is seeking an experienced administrator to serve as the City Clerk. Under the direction of the City Manager, Administrative Services Director, Mayor and Council, the City Clerk provides administrative oversight of the activities and operations of the City Clerk's office. Learn more about the position: [City Clerk Recruitment Brochure \(link\)](#).

**Deadline to apply is February 15, 2019. Please apply online and include a cover letter and resume.**

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Coordinates and supervises the council agenda preparation/distribution. Attends council meetings and insures all proceedings of council are prepared and legal requirements are met.
- Serves as lawful custodian of all public records, excluding Police/Fire. Plans and organizes the Records Management Programs and coordinates retention/disposal for all city administration departments and manages all public records requests.
- Oversees/approves the issuance of various permits/licenses and registrations.
- Manages personnel in the City Clerk's Office, including budgeting, hiring, termination, evaluations and coordination of work assignments and training.
- Coordinates the appointment process of boards and commissions.

**ENTRY REQUIREMENTS AND SKILLS:**

Bachelor's degree with coursework in business administration or related field; or the completion of the Municipal Clerk's Institute; and five years of office management and records management experience; or equivalent combination of education and experience.

Knowledge of the principles and methods of public administration and records management; knowledge of standard office procedures and equipment and ability to operate a computer; ability to speak and write effectively; ability to establish and maintain effective working relationships with others; ability to supervise, train, evaluate and lead the work of others.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines; ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Ability to use logical and creative thought processes and to develop solutions according to written specifications and/or oral instructions; ability to read and interpret law, resolutions, ordinances, code, license specifications and contracts.

Post offer drug test and background check required.

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With a population of more than 65,000, Ankeny is one of the fastest-growing cities in the Midwest. Incorporated in 1903, the city is located just north of Des Moines, Iowa's capital city. Ankeny was named one of the Top 100 Places to Live by Money magazine, Bloomberg Businessweek's Best Places to Raise Kids, and Family Circle's Top 10 Best Towns for Families. Ankeny also has been designated a Playful City USA community by KaBOOM!. Ankeny offers an enviable quality of life with pedestrian friendly neighborhoods, numerous recreational and cultural amenities, a thriving business community and access to higher learning. The vibrant community and its leaders are active and engaged. More information can be found at [www.ankenyiowa.gov](http://www.ankenyiowa.gov). The City of Ankeny is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ankenyiowa.gov>

410 West 1st St  
Ankeny, IA 50023-1557  
515-965-6400

[mvoigt@ankenyiowa.gov](mailto:mvoigt@ankenyiowa.gov)

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## City Clerk Recruitment Timeline

01/22/19	Advertise the job posting  <a href="http://www.ankenyiowa.gov">www.ankenyiowa.gov</a> <a href="http://www.governmentjobs.com">www.governmentjobs.com</a> <a href="http://www.iowaleague.org">www.iowaleague.org</a> <a href="http://careers.iimc.com/">http://careers.iimc.com/</a> <a href="http://www.imfoa.org">www.imfoa.org</a> ClerkNet  Ankeny Social Media outlets
02/15/19	Deadline to apply
Week of 02/18/19	Review applications and resumes  Administrative Services Director, Human Resources Director, Mayor or Councilmember
Week of 02/25/19	set up initial phone interviews (if needed depending on # of qualified applicants)
Week of 03/04/19	phone interviews (if needed depending on # of qualified applicants)
Week of 03/11/19	Narrow list to top five or six candidates and schedule in-person interviews
Week of 03/25/19	In-person Panel interviews  Panel 1: Directors (3) and Assistant City Manager and Administrative Services Director  Panel 2: Mayor, up to 2 Councilmembers, an Iowa City Clerk, City Manager, and Human Resources Director
Week of 04/01/19	Selection of two or three finalists to interview with City Council in closed session
04/15/19	Closed session interview with the full City Council
04/22/19	Conditional offer
05/13/19	Tentative Hire Date