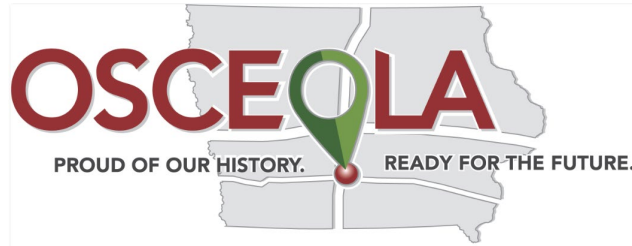


Deputy City Clerk/Golf Course Clubhouse Manager

Under the general supervision of the City Clerk and the Assistant Parks and Rec Director, this is a full-time professional administrative position whose primary responsibility is to provide assistance to the city hall office and supervision of the Osceola Municipal Golf Course Clubhouse. Duties shall include a variety of administrative tasks, including, but not limited to, accounts payable, filing, payroll assistance, general customer assistance, supervision and scheduling of clubhouse staff, product inventory management, and event space scheduling. Work schedule may vary depending upon event or staffing needs. A full job description and complete list of duties, requirements, and working conditions can be found in City Hall. Starting salary is \$20/hr, plus health/dental/life insurance and IPERS. The City of Osceola is an Equal Opportunity Employer. Position is opened until filled. Review of job applicants will begin May 15, 2023.

Applications are available at [www.osceolaia.net](http://www.osceolaia.net), in City Hall, or may be requested by emailing [twheeler@osceolaia.net](mailto:twheeler@osceolaia.net).



### Deputy City Clerk/Golf Course Clubhouse Manager

#### FUNCTION:

Reporting to the City Clerk and the Assistant Parks and Rec Director, this is a professional administrative position whose primary responsibility is to provide assistance to the City Clerk's office. Duties shall include a variety of administrative tasks, including, but not limited to, accounts payable, filing, payroll assistance, general customer assistance, and general officer management. This position may also perform the duties of the City Clerk as assigned or in the absence thereof including taking meeting minutes, preparing agendas, drafting resolutions/ordinances, and maintaining/executing official records. Position shall have oversight and management of the golf course clubhouse, including supervising and scheduling of clubhouse staff, product inventory management, and shall work with the golf course commission for event and program scheduling.

#### EQUIPMENT USED:

Standard office equipment and software.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides customer services at the front counter at City Hall.
- Answers and screens phone calls, takes messages, and provides general information to the public.
- Assists Parks and Rec with program promotions and registrations.
- Performs data entry and typing into a computer from a variety of sources including accounting, payroll, and HR.
- Processes mail; sorts and distributes incoming and outgoing packages.
- Compiles, writes, and sends written correspondences as needed.
- Prepares and daily bank deposits and maintains records.
- Assists in ensuring information posted to city website is timely and accurate
- Performs general administrative functions supporting city departments, city hall, and the City Administrator
- Performs the work of the City Clerk as directed, or in the absence thereof
- Assists in the hiring and supervision of seasonal staff for the Osceola Municipal Golf Course
- Coordinates with course maintenance regarding ongoing needs of the golf course
- Maintains daily balances on cash, drawer and credit card accounts at the golf course club house
- Ensure compliance with all applicable Iowa ABD rules and regulations.
- Keeps POS system up to date and manages all product inventory at the golf course
- Attends meetings and provides staff support to the Golf Course Management Commission.
- Conducts internal audits and works with City Administrator/Clerk to develop policies.
- Other duties as assigned.

#### ENTRY REQUIREMENTS AND SKILLS:

Graduation from an accredited college or university with a two-year degree in a relevant field of study; or, an four years of experience in a similar field. Ability to establish and maintain effective working relationships with co-workers and the public, ability to read and post numerical data with speed and accuracy, ability to operate standard office equipment, ability to understand and following policies and procedures, and ability to deal tactfully with the public and handled sensitive information professionally.

#### WORKING CONDITIONS:

- Works in a variety of recreational and office environments
- Typical hours 8:00 am – 4:30 pm M-F; however, schedule may vary based on staffing needs or event schedule

#### PHYSICAL REQUIREMENTS:

- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak at a normal rate of conversation
- Must be insurable.

PAY: \$20/hr

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. The City of Osceola reserves the right to change, modify or combine duties and positions when it is deemed to be in the best interests of the department.



## EMPLOYMENT HISTORY

**Begin with most recent job and list longest or most important jobs held.  
Please fill out this section carefully and completely.**

|   |                           |                  |                    |  |
|---|---------------------------|------------------|--------------------|--|
| <i>Company Name or Branch of Military</i> | <i>Date Started</i>       | <i>Date Left</i> | <i>Rate of Pay</i> | <i>Job Title</i>                                   |
| <i>Company Address (City, State, Zip)</i> | <i>Reason For Leaving</i> |                  |                    | <i>Describe Job Duties, Tools or Machines Used</i> |

|   |                           |                  |                    |  |
|---|---------------------------|------------------|--------------------|--|
| <i>Company Name or Branch of Military</i> | <i>Date Started</i>       | <i>Date Left</i> | <i>Rate of Pay</i> | <i>Job Title</i>                                   |
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|   |                           |                  |                    |  |
|---|---------------------------|------------------|--------------------|--|
| <i>Company Name or Branch of Military</i> | <i>Date Started</i>       | <i>Date Left</i> | <i>Rate of Pay</i> | <i>Job Title</i>                                   |
| <i>Company Address (City, State, Zip)</i> | <i>Reason For Leaving</i> |                  |                    | <i>Describe Job Duties, Tools or Machines Used</i> |

May we contact your present employer?  Yes  No Former Employers?  Yes  No

## REFERENCES

**Give the names of three persons not related to you, whom you have known at least one year.**

|   | Name & Telephone | Business | Years Known |
|---|------------------|----------|-------------|
| 1 |                  |          |             |
| 2 |                  |          |             |
| 3 |                  |          |             |

I hereby authorize the City of Osceola to perform a background check. I understand that misrepresentation or omission of facts is cause for dismissal.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_