



## *City Clerk/Treasurer*

The City of Alburnett is seeking applications for a City Clerk/Treasurer.

The City Clerk/Treasurer manages the administration of City Hall and oversees the finances for the City of Alburnett. This is a full-time, non-exempt position. Under the guidance and oversight of the mayor and city council, this position monitors and reviews city ordinances, communicates with the public, processes incoming revenue and expenditures, and helps to improve the status of city finances. The position requires confidence, accuracy, independence, good communication skills, and the ability to work well with the public in a pleasant and professional manner. **Applications will be accepted through 05/27/2022.**

For additional job details, full job description, or to obtain an Application for Employment, please contact City Hall.

Alburnett City Hall  
103 E 1st Street  
Alburnett, IA 52202

319-842-2692 – Office  
[cityclerk@alburnettia.org](mailto:cityclerk@alburnettia.org)  
[mayor@alburnettia.org](mailto:mayor@alburnettia.org)

## *City of Alburnett*

*The City of Alburnett is an Equal Opportunity Employer*