

City of Cascade, IA

City Clerk Position Announcement

Position Objectives:

The City of Cascade in Dubuque and Jones County is seeking applicants for its next permanent full-time Clerk.

About Us

The City of Cascade (population 2,104) is located in rural Dubuque and Jones Counties sitting along Highway 151, 25 miles Southwest of Dubuque. The City of Cascade operates under a City Administrator form of government with a Mayor and five City Council members. The City has 9 full-time employees and a number of part time employees as well. The City also has an Electric and Gas Utility that employs 5 full-time employees.

Duties and Responsibilities:

The Clerk reports to the City Administrator and is responsible for the front office and accounting duties such as City Hall receptionist, payroll, accounts payables and receivables. The Clerk is also responsible for Clerk duties such as attendance and minute taking at City Council meetings, open record requests, state reports and more. The ideal candidate will possess a high level of integrity, strong organizational and problem-solving skills, and the ability to maintain professional and courteous relationships and interactions with elected officials, City staff, and community members. Hourly position M-F 8:00am-4:30pm and a few evening meetings per month.

Minimum Requirements:

Minimum education should include an Associate Degree in accounting, business, or comparable work experience for a minimum of three (3) years, preferably in an office, accounting or government setting. Municipal and accounting experience can be substituted for a degree. Preference will be given to applicants with strong accounting and budgeting skills, and for those with previous municipal clerk or treasurer experience. This position requires a valid Iowa Driver's license.

Benefits:

The City provides a comprehensive benefits package. Starting salary will be dependent on qualifications.

More Information:

An application and complete job description and qualifications can be found at cityofcascade.org.

Interested professionals should submit their resume, application and cover letter by email to City Administrator Lisa A. Kotter at admin@citycascade.com

The position is open until filled but the first review of resumes will take place on Thursday, September 29.

All questions should be directed to Lisa A. Kotter, City Administrator.