



Accepting applications for:

Program Assistant – Community Development

Neighborhood Services Division

Neighborhood & Development Services Department

Application deadline: Friday, February 17, 2023

Visit www.icgov.org/jobs to apply online

One permanent part time position available, 20 hours per week

Wage: \$23.33 to \$30.04 per hour

Office hours: Monday – Friday, 8:00am – 5:00pm

Job summary:

Under general direction, assists in coordinating Neighborhood Services programs and other administrative activities.

Minimum qualifications:

One year experience in office/clerical work, including work with computer spreadsheets and databases required. Environmental review training and certified notary required within twelve months of hire. Valid driver's license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Preferred qualifications:

Associate degree from an educational institution accredited by a DOE recognized accreditation body preferred.

More information:

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at www.icgov.org/jobs under Job Descriptions.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: February 1, 2023

