

CITY OF LOWDEN

The City of Lowden, Iowa population 807 is seeking a City Clerk for 32.50 hours weekly.

Payroll, HR Duties, Bank Deposits, Reconciliation, Investments, Permits, Nuisances, Financial Reports, Utility Billing, Collections, Cemetery, City Budgets, Accounts Payable, Accounts Receivable, Grant Administration, Park Shelter Rentals, Legal Documents, Ordinances and Resolutions, Prepare Agendas, Council Packs, Council Minutes, Manage Website and Electronic Communication Board, Handle Citizen Inquiries, Phones and Email. The ideal candidate will possess strong problem solving, organizational and multi-tasking skills and be proficient using Microsoft Office Suite along with various other technologies. Must be available to work some evenings to attend council meetings as required. Preference will be given to applicants with current IMFOA certification or to those with strong accounting and budgeting skills or previous municipal experience. High School Diploma or Equivalent. Hourly pay will be based on prior experience and education - \$15.00-\$30.00 per hour.

The position requires a valid Iowa, Driver's License, Criminal Background Check and the ability to be Bondable.

Employment Applications are available at www.cityoflowden.org or may be picked up in person at City Hall or requested by email to clerk@cityoflowden.org.

Return completed application to the

City of Lowden, 501 Main Street, PO Box 310, Lowden, IA. 52255.

Phone # (563) 941-7705.

Applications accepted until position is filled.

The City of Lowden is an equal opportunity employer.