



City of Ames Secretary I - City Clerk's Office

SALARY	\$58,306.00 - \$82,111.00 Annually	LOCATION	50010, IA
JOB TYPE	Full-Time	JOB NUMBER	25-0121-01
DEPARTMENT	City Manager	DIVISION	City Clerk
OPENING DATE	06/23/2025	CLOSING DATE	7/4/2025 12:00 PM Central
FLSA	Non-Exempt	BARGAINING UNIT	MERIT
RESIDENCY REQUIREMENT?	No		

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames, City Clerk's Office, has an exciting opportunity as a Secretary I position, which provides support to the City Clerk, Mayor, City Council, and City Manager's Office. Under general supervision, the Secretary I also provides full administrative support for a division or department manager including boards and commissions; performs related work as required.

This position provides support to the Mayor, City Council, members of the Administration Division of the City Manager's Office, and serve as back up for the City Clerk, as needed, while routinely managing complex clerical assignments and projects. This includes reviewing, approving, and issuing City Licenses and Permits, and preparation and managing public improvement, equipment, and services contracts from initiation to completion. There is extensive public contact for the Secretary I and is responsible for preparing Council Resolutions, publishing Legal Notices for plans, specifications and ordinances; and processing all public improvement contracts after every Council meeting. The Secretary I may serve as the recording secretary to City Council meetings.

The ability to multi-task under pressure due to deadlines and requests from internal and external customers is paramount to achieving success.

The hours are generally Monday through Friday, 8 AM to 5 PM, as well as two Tuesday nights per month for City Council meetings, and other night meetings as needed.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Compensation Philosophy:

The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The minimum pay of each range is intended to reflect an employee's qualifications that meet the position's minimum requirements. The median of any range is for an employee who can reasonably meet all expectations of the position responsibilities without initial or extensive training. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a salary closer to the median. The median salary for this position is \$70,209.

Benefits

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: [PSLF Program](#)

Examples of Essential Job Functions

Manages the office for and provides administrative support for a division or department; greets and screens visitors and screens telephone calls; schedules appointments; makes meeting and travel arrangements; maintains inventory of office supplies; completes forms and documents to effect internal City transactions. May serve as the recording secretary to a board or commission; participates in compiling agenda items; prepares and distributes board packets; takes and transcribes minutes; notifies appropriate individuals, groups or agencies regarding board actions; maintains manual and/or automated historical record of board actions. Composes and types correspondence, which requires a comprehensive understanding of departmental programs, operations and regulations, and the use of several software programs. Develops and maintains an effective and efficient office filing system. Exercises discretion and independent judgment in applying policies and procedures to division, department, or organization-wide situations; assists department or division manager in handling sensitive and confidential matters.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity, and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience:

Some post-secondary education or training in administrative science, office management or business; two years of full

service administrative or office management experience including at least one year using a major word processing software package; or an equivalent combination of education and experience. Experience working with and protecting confidential information, strong attention to detail, and exceptional customer service is required.

Preferred: Support staff experience, experience working for a municipality and experience posting professional website content, and type 60+ WPM.

Knowledge, Skills, and Abilities: Considerable knowledge of modern office practices and procedures including the utilization of automated technology to enhance office efficiency and effectiveness; considerable knowledge of City and departmental policies and administrative requirements; considerable knowledge of business English, spelling, business correspondence formats, modern office machines and equipment. Skill in organizing and prioritizing a variety of administrative and office management tasks to make the best utilization of time and other resources; skill in executing a wide variety of routine and specialized administrative functions including demonstrated proficiency in word processing; skill in operating a computer terminal and other standard office equipment. Ability to interview and screen office visitors and telephone calls; ability to exercise sound, independent judgment in applying policies and procedures to division, department, or organization-wide situations, including sensitive or confidential matters; ability to establish and to maintain an effective working relationship with City co-workers at all levels, customers, contractors, vendors and the general public; ability to communicate effectively, both orally and in writing, ability to type a minimum of 40 net words per minute.

Supplemental Information

Physical and Environmental Characteristics:

Required Physical Activities: Talking, hearing, walking, reaching, grasping, pushing, pulling, repetitive motions, stooping, kneeling, crouching, and finger dexterity.

Physical Characteristics of Work: Work is primarily sedentary and requires sitting and/or using various computer equipment 80% of the time; and standing and/or walking 20% of the time. Frequently requires the exertion of up to 10 pounds of force, and infrequently requires the exertion of 10 – 50 pounds of force to lift or otherwise move objects.

Vision Requirements: The minimum standard for those whose work deals largely with preparing and analyzing data and written information, accounting, transcription, computer terminal, and/or extensive reading.

Environmental Conditions: For most positions in this classification, the worker is not substantially exposed to adverse environmental conditions. In some positions, the worker may be subject to noise, mechanical hazards, chemical hazards, or atmospheric conditions that affect the respiratory system or the skin.

Equipment Essential to the Job: Computer hardware including keyboard, headset, monitor, mouse, and printer; a variety of Microsoft Office programs for word processing, spreadsheet, database, presentation; and specialized software; general office equipment such as writing utensils, copier, paper fasteners, paper cutter, files and file cabinets, photocopy machine, and calculator; communications equipment such as telephone and fax machine.

Selection Process:

The selection process consists of an evaluation of education and experience, performance assessments, phone interview, on-site interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

*****Preference may be given to applicants possessing qualifications above the minimum.*****

NOTE: The hiring department may forego the phone interview step depending on the number of applications received.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Secretary I - City Clerk's Office Supplemental Questionnaire

***QUESTION 1**

Do you have two years of full service administrative or office management experience including at least one year using Microsoft Office programs, especially Teams, Word, Excel, and Outlook?

☐ Yes

☐ No

***QUESTION 2**

Please describe your full service administrative or office management experience including at least one year using Microsoft Office programs, especially Teams, Word, Excel, and Outlook?, including length of time.

***QUESTION 3**

Do you have some post-secondary education or training in administrative science, office management or business?

- ☐ Yes
- ☐ No

***QUESTION 4**

Please describe your post-secondary education or training in administrative science, office management or business.

***QUESTION 5**

Do you have experience working for a municipality?

- ☐ Yes
- ☐ No

***QUESTION 6**

Experience working with and protecting confidential information, strong attention to detail, and exceptional customer service is required. **Please explain your experience in each these areas including examples and length of time.**

***QUESTION 7**

Please describe your experience posting website content in a professional capacity.

***QUESTION 8**

Please tell us your definition of "support staff member".

***QUESTION 9**

The required hours for this position are generally Monday through Friday, 8 AM to 5 PM, two Tuesday nights per month for City Council Meetings, as well as night meetings as needed. **Are you available to work the required hours of this position?**

- ☐ Yes
- ☐ No

*** Required Question**