



City of Ames ASSET Administrative Assistant

SALARY	\$16,231.77 Annually	LOCATION	50010, IA
JOB TYPE	Temporary	JOB NUMBER	25-ASSET-01
DEPARTMENT	City Manager	OPENING DATE	07/29/2025
CLOSING DATE	8/22/2025 11:59 PM Central	FLSA	Determined by Position
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

ASSET is a process in which a group of Funders (Story County, the City of Ames, United Way of Story County, and Iowa State University Student Government) assess needs, coordinate resources, and recommend funding for human service programs in the Story County area. The process involves year-round planning and assessment, in addition to an annual allocation process involving volunteers making recommendations on the level of financial resources each Funder should provide to human services. See the ASSET website <https://www.storycountyasset.org> for additional information about ASSET.

ASSET Funders contract with an Administrative Assistant to provide technical and clerical support during the ASSET process. This individual is not an employee of ASSET or any of the individual Funders but is an independent contractor. The status as an independent contractor is for tax purposes. This position is primarily remote with monthly onsite meetings required.

The ASSET Funders seek cover letters and resumes from individuals interested in providing Administrative Assistant support under the terms presented in this Request for Qualifications (RFQ).

The beginning date for the contract for Administrative Assistant services will be negotiated to begin on 10/01/2025. Beginning 07/01/2026, the contract may be renewed annually. Contract renewals will be mutually agreed upon and

shall not exceed one year in length.

Applications are not accepted on this website. Applications and required documents may be submitted online at: <http://www.storycountyiowa.gov>.

Examples of Essential Job Functions

- Provide technical and administrative support to the ASSET Board, administrative staff, and its subcommittees throughout the ASSET review process;
- Assist in the documentation, correspondence, notification, and planning activities to complete the ASSET process;
- Arrange and attend all scheduled meetings of the ASSET Administrative Team, ASSET Board, subcommittees, and other meetings as directed. Meetings are typically held 1-2 times per month but are more frequent from December to February and may also include special meetings throughout the year. Meetings are held during the day and evening hours;
- Develop and prepare any necessary materials to complete any and all ASSET business. This will include but is not limited to: Preparation of materials to be distributed to agencies for their annual budget requests, maintain the ASSET website, maintain a database of agencies, services, client statistics, Funder allocations and develop spreadsheets as directed, electronic preparation and distribution of agenda and minutes from ASSET meetings in accordance with the Iowa Open Meetings Law.

Qualifications

Consideration for Services

As an independent contractor, it is the responsibility of the Administrative Assistant to prepare and submit a semi-annual invoice to Funders for payment to the services contract.

Payment for ASSET Administrative services will be processed monthly following the invoice submission. No withholding for taxes or contribution for any insurance, retirement, or investment funds will be made. It is the responsibility of the Administrative Assistant to prepare any and all necessary documentation to ensure payment of income taxes.

Statement of Qualifications Selection Criteria

The contractor chosen will be selected through a qualification-based selection process. ASSET reserves the right to reject any and all resumes and to be the sole judge of the merits of the resumes received. Applicants are encouraged to arrange their submittals in a manner that reflects the general criteria listed below:

Letter of Interest (cover letter) containing name and contact information.

Resume indicating relevant work experience, education, and a listing of any relevant special skills.

A description, either in the letter of interest or the resume, of experience and abilities with Microsoft Office software (Word, Excel, Teams), virtual platforms (Zoom, Google, etc.), and web site publishing. Please emphasize skill level in Microsoft Excel, as this is a significant part of the work.

A proposed annual fee for services.

Supplemental Information

Schedule and Selection Process

Submittals will be reviewed and a successful applicant will be selected by the ASSET Funder Staff.

Schedule for selection:(dates subject to change)

RFQ issued: July 21, 2025

Resumes due: August 22, 2025

Interviews: Week of September 8, 2025

Contract begins: October 1, 2025, negotiable

Reminder: Application and required documents should be submitted online.

This position is an independent contractor for ASSET and not an employee of Story County or the City of Ames.

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>