

THE CITY OF SWISHER, IOWA HAS AN OPENING FOR A CITY CLERK.

The City of Swisher is seeking candidates with experience to fill the full-time City Clerk position. Full-time is optional to work from 32 to 40+ hours per week if preferred. The candidate must have strong computer skills including knowledge of Microsoft Word, Excel and word processing. Candidates should also have strong customer service skills along with financial background, utility billing, payroll, and accounts payable/receivable experience. The position is responsible for annual reports, online filings, preparing budgets and agendas and other documents, along with attending meetings of and preparing minutes for Council and other Boards and Commissions and other city duties as reasonably assigned by the Mayor or City Council. Qualifications and additional job information can be found on <https://www.swisheria.org>. Must sign a release to obtain a criminal background check. Pay based on experience/knowledge with range from \$20 to \$25 per hour. Benefits include IPERS, short-term disability insurance, \$900 monthly stipend in lieu of health insurance. Application and job description can be found at www.swisheria.org or pick up at Swisher City Hall, 66 2nd Street SW, Swisher. Submit application, cover letter and resume to City of Swisher, 66 2nd Street SW, Swisher IA 52338, or email to swisher2@southslope.net. Applications Due by 4:00 p.m. on August 15, 2025. Position open until filled. Interviews of qualified candidates may occur during application time frame, with a decision to be made shortly after application deadline. The City of Swisher reserves all rights to accept or reject any application. City of Swisher is an Equal Opportunity Employer