



City of Ankeny Iowa

## Administrative Assistant - Community Development

<b>SALARY</b>	\$27.84 - \$37.36 Hourly	<b>LOCATION</b>	1210 NW Prairie Ridge Dr, Ankeny
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	00656
<b>DEPARTMENT</b>	Community Development	<b>OPENING DATE</b>	09/09/2025
<b>CLOSING DATE</b>	10/5/2025 11:59 PM Central		

### Function

The City of Ankeny is accepting applications for the full-time Administrative Assistant position in the Community Development Department. This position performs under general supervision to complete a wide variety of routine and specialized administrative tasks; to manage the day to day operations of the office; to assist the public in answering specific and general inquiries.

The starting salary is **\$27.84 - \$32.23 per hour** depending on relevant experience, with an excellent benefit package.  
Hours: Monday - Friday, 8:00 AM - 5:00 PM and *additional overtime for night meetings*

The City of Ankeny offers a comprehensive benefits package including:

Vacation and Sick Leave  
Personal Leave  
Nine (9) Paid Holidays  
Health/Dental/Life/LTD Insurance  
Wellness Programs and Incentives  
Tuition Reimbursement and Continuing Education Programs  
Public Service Student Loan Forgiveness Benefit  
Defined Benefits Pension Plan Through IPERS  
Deferred Compensation Plan  
Voluntary Insurance Benefit Options  
Longevity Pay

**Deadline to apply is Sunday, October 5, 2025.** Please apply online at [www.AnkenyIowa.gov/jobs](http://www.AnkenyIowa.gov/jobs). Interested candidates must complete an application online and attach a current resume and cover letter. Pre-employment drug screen and background check required.

### Principal Duties and Responsibilities

- Prepares agendas utilizing agenda software system for Plan and Zoning Commission and Zoning Board of Adjustment.
- Attends evening meetings and serves as recording secretary to the Plan and Zoning Commission and Zoning Board of Adjustment.
- Serves as secretary to other boards, commissions and committees as needed.
- Prepares comprehensive annual summary reports of Boards, Commission and Department activity.

- Calculates, prepares and distributes monthly reports.
- Coordinates office services and replenishment of supplies.
- Ensures that legal requirements are met regarding public notices.
- Processes, scans and maintains Department records for permanent files.
- Provides support and maintenance of the City's permitting, land management and licensing software system.
- Develops and maintains Department application packets and forms as needed.
- Compiles, stores and manages data, using the computer for a variety of reports, letters, charts and documents.
- Provides troubleshooting support for Department printers and large format printer.
- Schedules appointments, gives information to callers or refers to appropriate personnel.
- Composes and types department correspondence.
- Files correspondence and other records.
- Maintains professional library.
- Performs confidential duties for the department.
- Arranges travel schedules and reservations for the department.
- Coordinates Department calendars and schedules and reserves meeting space as needed.
- Process invoices and payments.
- Provides backup and assists in the departmental City Council agenda preparation.
- Assist in implementation of the City's housing rehabilitation program.
- Provides input and updates to the City's website.
- Performs notary work.
- Issues public services building access cards and schedules doors for after-hour meetings and activities.
- Coordinates and submits building maintenance requests for the Department.
- Assist other Departments as needed.

## Entry Requirements and Skills

High School diploma or GED and three (3) years clerical or general office experience.

Ability to work in frequently fast-paced environment; knowledge of standard office procedures and equipment; effective knowledge of computer applications; ability to understand and carry out oral and written instructions as well as City policies and procedures; ability to deal tactfully with the public; ability to establish and maintain effective working relationships with co-workers.

### REQUIRED SPECIAL QUALIFICATIONS:

- Ability to accurately operate/utilize full array of Microsoft Office programs.
- Must be able and willing to work evening hours.

### WORK ENVIRONMENT:

- Works in office environment.

### PHYSICAL REQUIREMENTS:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must keep regular and reliable attendance at work.

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#### Employer

City of Ankeny Iowa

#### Address

410 West 1st St

**Website**

<http://www.ankenyiowa.gov>

## Administrative Assistant - Community Development Supplemental Questionnaire

**\*QUESTION 1**

Do you possess a high school diploma or GED?

- ☐ Yes
- ☐ No

**\*QUESTION 2**

How many years of professional experience do you have in a clerical or general office environment?

- ☐ 1 - 2 years of work experience
- ☐ 3 - 4 years of work experience
- ☐ 5 - 6 years of work experience
- ☐ 7 + years of work experience

**\*QUESTION 3**

Please click on the software programs you have knowledge and experience using:

- ☐ Outlook
- ☐ Microsoft Word
- ☐ Excel Spreadsheets
- ☐ PowerPoint
- ☐ Microsoft Access

**\*QUESTION 4**

A requirement of this job is to be the recording secretary to the Plan & Zoning Commission and the Zoning Board of Adjustment. These meetings are held the Tuesday following the first and third Monday city council meetings (twice per month) and you would be expected to work from 5 pm to 8 pm, or longer if needed. Are you able to meet this commitment?

- ☐ Yes
- ☐ No

\* Required Question