

CITY OF HUMBOLDT JOB OPENING: DEPUTY CITY CLERK

The City of Humboldt, Iowa (4,792) is seeking to fill the position of Deputy City Clerk. Position provides highly responsible administrative support to the City Administrator, City Clerk, elected officials and other city staff. Work is performed with direction from the City Administrator and City Clerk; however, the position is appointed by the Mayor and City Council. This position is also responsible for completing a variety of financial reports, accounts payable, payroll, and utility billing for approximately 2,000 customers. Requirements include two years of progressive experience in similar field or a two-year degree with major coursework in finance, accounting or closely related field. Proficiency with Microsoft Office products including Word and Excel required. Position is full-time with excellent benefits. Application and job description can be obtained at www.cityofhumboldt.org or at the City Clerk's Office, 29 5th Street South. Send application, resume with cover letter and references to City Clerk, 29 5th Street South, Humboldt, Iowa 50548; or by email to amyz@cityofhumboldt.org. Applications are due on December 5, 2025 with the first review of applicants on Monday, December 8, 2025. The City of Humboldt is an Equal Opportunity Employer.