

CITY OF HUMBOLDT JOB OPENING: ADMINISTRATIVE ASSISTANT

The City of Humboldt, Iowa (4,792) is seeking to fill the position of Administrative Assistant. This 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. Graduation from high school or equivalent, supplemented with two years' experience in office administration; or two-year equivalent degree in Business Administration, Accounting or related field 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 to City Administrator, 29 5th Street South, Humboldt, Iowa 50548; or by email to coleb@cityofhumboldt.org. First review of applicants will be Monday, January 26, 2026. The City of Humboldt is an Equal Opportunity Employer.