



City of Ames  
Secretary I - Resource Recovery

<b>SALARY</b>	\$28.03 - \$39.48 Hourly  \$58,306.35 - \$82,111.74 Annually	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	25-0121-03
<b>DEPARTMENT</b>	Public Works	<b>OPENING DATE</b>	01/23/2026
<b>CLOSING DATE</b>	2/2/2026 12:00 PM Central	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT MERIT</b>		<b>RESIDENCY REQUIREMENT?</b>	No

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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

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under general supervision, provides full administrative support for the resource recovery division or public works department manager including boards and commissions; performs related work as required.

***In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.***

## **Compensation Philosophy:**

The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The minimum pay of each range is intended to reflect an employee's qualifications that meet the position's minimum requirements. The median of any range is for an employee who can reasonably meet all expectations of the position responsibilities without initial or extensive training. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a salary closer to the median. The median salary for this position is \$70,209.

## **Benefits**

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: [PSLF Program](#)

## **Examples of Essential Job Functions**

Manages the office for and provides secretarial support for the resource recovery division or public works department; greets and screens visitors and screens telephone calls; schedules appointments; makes meeting and travel arrangements; maintains inventory of office supplies; completes forms and documents to effect internal City transactions. May serve as the recording secretary to a board or commission; participates in compiling agenda items; prepares and distributes board packets; takes and transcribes minutes; notifies appropriate individuals, groups or agencies regarding board actions; maintains manual and/or automated historical record of board actions. Assists in the development and implementation of public education and outreach programs to schools, civic groups, residential and commercial customers, policy makers, regulators, and other stakeholders. Educates customers on the role of resource recovery utilities, and on the value and importance of recycling, landfill diversion and sustainability; delivers educational and informational materials to customers in a variety of formats and settings, including: science fairs, classroom presentations, and other environmentally-focused events. Composes and types correspondence, which requires a comprehensive understanding of departmental programs, operations and regulations, and the use of Microsoft Office programs. Develops and maintains an effective and efficient office filing system. Learns, understands, and maintains division and departmental specific software. Produces reports, manages data, and assists with budgetary tasks. Exercises discretion and independent judgment in applying policies and procedures to division, department, or organization-wide situations; assists department or division manager in handling sensitive and confidential matters.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

## **Qualifications**

**Education and Experience:** Some post-secondary education or training in administrative science, office management or business; two years of full service administrative or office management experience including at least one year using a major word processing software package; or an equivalent combination of education and experience.

Preferred qualifications:

1. **Experience with Paradigm software**, including CompuWeigh and WeighStation, used to manage all inbound and outbound loads for accounts receivable/payable and for tracking materials for reporting purposes.
2. **Knowledge of the Ames Resource Recovery Plant**, including its history, current operations, and future goals, with the ability to effectively communicate its role in sustainability, waste-to-energy conversion, and landfill diversion to diverse audiences through outreach and education efforts.
3. **Proficiency in Microsoft Office Suite**, including Word, Excel, Outlook, PowerPoint, and Microsoft Teams

**Knowledge, Skills, and Abilities:** Considerable knowledge of modern office practices and procedures including the utilization of automated technology to enhance office efficiency and effectiveness; considerable knowledge of City and departmental policies and administrative requirements; considerable knowledge of business English, spelling, business correspondence formats, modern office machines and equipment, Microsoft Office applications such as Word, Excel, Teams, and Outlook, and PDF conversion software such as Adobe and/or Foxit.

Skill in organizing and prioritizing a variety of administrative and office management tasks to make the best utilization of time and other resources; skill in executing a wide variety of routine and specialized administrative functions including demonstrated proficiency in word processing; skill in operating a computer and other standard office equipment.

Ability to interview and screen office visitors and telephone calls; ability to exercise sound, independent judgment in applying policies and procedures to division, department, or organization-wide situations, including sensitive or confidential matters; ability to establish and to maintain an effective working relationship with City co-workers at all levels, customers, contractors, vendors and the general public; ability to communicate effectively, both orally and in writing; ability to type a minimum of 40 net words per minute.

## Supplemental Information

**Required Physical Activities:** Talking, hearing, walking, reaching, grasping, pushing, pulling, repetitive motions, stooping, kneeling, crouching, and finger dexterity.

**Physical Characteristics of Work:** Work is primarily sedentary and requires sitting and/or using various computer equipment 80% of the time; and standing and/or walking 20% of the time. Frequently requires the exertion of up to 10 pounds of force, and infrequently requires the exertion of 10 – 50 pounds of force to lift or otherwise move objects.

**Vision Requirements:** The minimum standard for those whose work deals largely with preparing and analyzing data and written information, accounting, transcription, computer terminal, and/or extensive reading.

**Environmental Conditions:** For most positions in this classification, the worker is not substantially exposed to adverse environmental conditions. In some positions, the worker may be subject to noise, mechanical hazards, chemical hazards, or atmospheric conditions that affect the respiratory system or the skin.

**Equipment Essential to the Job:** Computer hardware including keyboard, headset, monitor, mouse, and printer; a variety of Microsoft Office programs for word processing, spreadsheet, database, presentation; and specialized software; general office equipment such as writing utensils, copier, paper fasteners, paper cutter, files and file cabinets, photocopy machine, and calculator; communications equipment such as telephone and fax machine.

## Selection Process:

The selection process consists of an evaluation of education and experience; phone interview; on-site interview, which will include a manager meeting and performance exams; and completion of reference checks and a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

\*\*Preference may be given to applicants possessing qualifications above the minimum.\*\*

Depending on the number of qualified candidates, the City may forego phone interviews.

#### **Veteran's Preference Points**

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the posting in order to receive Veteran's Preference Points.

#### **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.

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#### **Employer**

City of Ames

#### **Address**

515 Clark Ave

Ames, Iowa, 50010

#### **Phone**

515-239-5199

#### **Website**

<http://www.cityofames.org/jobs>

#### **Secretary I - Resource Recovery Supplemental Questionnaire**

**\*QUESTION 1**

Please describe how you meet the minimum qualifications of some post-secondary education or training in administrative science, office management or business; two years of full service administrative or office management experience including at least one year using a major word processing software package; or an equivalent combination of education and experience.

**\*QUESTION 2**

Please describe any experience you have with public education and outreach or public speaking and what size groups you have presented to.

**\*QUESTION 3**

Describe your approach to customer service and give a brief example of a time you provided exceptional customer service.

**\*QUESTION 4**

Please describe your proficiency level in Microsoft Office Suite, including Word, Excel, Outlook, PowerPoint, and Microsoft Teams.

\* Required Question