



## DEPUTY CITY CLERK

The City of Cedar Falls is seeking qualified candidates for a Deputy City Clerk to perform a wide variety of responsible, confidential, and administrative duties for the Finance & Business Operations and Community Development departments, the Mayor, City Administrator, and other City departments. The expected hourly rate will be \$28.846 and anticipated to increase to \$29.712 on July 4, 2026. The position is also eligible for the City's full-time benefit package.

Duties will include, but not be limited to, assisting with the coordination and maintenance of records of all City Council actions and proceedings, compliance with applicable federal, state and local laws, and assisting in managing the City's records retention and information system. Preparation, distribution, and processing of meeting agendas, materials, minutes, and other public records will also be completed. This position also coordinates and administers board and commission terms and records, processes and issues various licenses and permits, and completes other public record duties. The position has no direct supervisory responsibilities but serves as the lead to provide guidance, monitor and train administrative and clerical staff, receive direction from and assist the City Clerk, and serve as acting City Clerk in their absence, including meeting attendance.

Candidates must have an associate's degree from an accredited college or university in business, finance, management, public administration, or a related field or an administrative diploma from a higher education institution and two years of experience of a combination of secretarial/administrative/clerical and bookkeeping, with significant public contact, including experience with computer data entry, word processing, and spreadsheet applications *OR* a high school diploma, or equivalent, and four years of experience working in a municipal public administration position. Also required is the possession of, or ability to obtain, the municipal clerk certification from the International Institute of Municipal Clerks (IIMC) or Clerk/Associate City Clerk Certification from the Iowa Municipal Finance Officers Association (IMFOA). Notary Public is preferred. Upon a conditional offer of employment, successful completion of a post-offer pre-employment background, physical, and drug screen will also be required.

For consideration, apply online at [www.cedarfalls.com/jobs](http://www.cedarfalls.com/jobs) and submit to [jobs@cedarfalls.com](mailto:jobs@cedarfalls.com) (preferred) or obtain an application from the above link or Cedar Falls City Hall and mail/deliver a completed version to: City of Cedar Falls, Finance & Business Operations Dept., Attn: Deputy City Clerk, 220 Clay Street, Cedar Falls, IA 50613. Proof of education beyond high school and relevant certifications are encouraged at the time of application to confirm minimum qualifications. Submission of a resume and cover letter with salary expectations are also encouraged. Deadline for materials is Monday, April 27<sup>th</sup> at 12:00 p.m.

Equal Opportunity Employer