

City of Wapello, Iowa

Now Hiring: City Manager/Clerk

The City of Wapello is seeking an energetic, collaborative, and visionary leader to serve as its next City Manager/Clerk. This position offers the opportunity to work alongside the Mayor, City Council, employees, businesses, and residents while helping shape the future of one of southeast Iowa's historic communities.

Position Overview

The City Manager/Clerk serves as the chief administrative officer responsible for coordinating municipal operations, managing staff, overseeing budgets and projects, maintaining official city records, supporting the City Council, pursuing grants and economic development opportunities and implementing policies established by the City Council.

Key Responsibilities

- Provide day-to-day leadership and management of city operations.
- Perform or oversee statutory City Clerk responsibilities and maintain official records.
- Work closely with the Mayor and City Council to implement strategic priorities.
- Develop and administer the annual budget and oversee sound financial practices.
- Lead grant administration, capital improvement projects, and economic development initiatives.
- Supervise department heads and promote a positive workplace culture.
- Coordinate with engineers, contractors, developers, regional agencies, and state officials.
- Communicate effectively with residents and stakeholders while delivering excellent public service.

Desired Qualifications

Experience in public administration, municipal government, business management, finance, or a related field is preferred. The ideal candidate will demonstrate strong leadership, communication, organizational, budgeting, and problem-solving skills. Equivalent education and experience will be considered.

Compensation

Competitive salary and benefits package based on qualifications and experience.

How to Apply

Submit a cover letter, resume, and professional references. Applications must be received by **July 17, 2026** for full consideration.

Submit Applications To:

City of Wapello
335 North Main Street
Wapello, Iowa 52653

City of Wapello is an Equal Opportunity Employer.