

CITY CLERK POSITION

The City of Birmingham is accepting resumes/applications for Part-Time City Clerk (20-22 hours per week).

Preferred applicants should have some accounting experience, Microsoft Office and QuickBooks Knowledge, excellent verbal and written communication skills, strong interpersonal skills, and time management and organizational skills. Duties include, but are not limited to, working with residents and vendors; creating, distributing and collecting utility bills and making deposits; maintaining official records; preparing for and attending Council meetings; various other office duties as required.

Starting salary range dependent on qualifications.

Applications available at Birmingham City Hall.

Submit cover letter, resume (or application) and professional references no later than July 20th, 2026 to:

Birmingham City Hall
PO Box 100 • Birmingham, IA 52535