



Accepting applications for:

Human Resources Assistant

Human Resources Division / City Manager's Office

Application Deadline: Wednesday, July 29, 2026

Visit www.icgov.org/jobs to apply online

Permanent full-time position available

Salary Range: \$64,147.20 – \$88,774.40 (starting wage contingent upon experience)

Hours: Monday – Friday, 8:00am – 5:00pm

Job Summary:

Provides personnel support to departments, divisions and employees including hiring and recruitment, benefits administration, and administration of employment policies.

Minimum Education, Experience, Certification/Licensure, Other:

Associate's degree from an accredited educational institution; or two years of related experience and/or equivalent combination of education and experience. Experience working with public sector or employee contact. Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other:

Associate's degree from an accredited educational institution and one year of related experience; or three years of related experience and/or equivalent combination of education and experience.

More Information:

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at www.icgov.org/jobs under Job Descriptions.

The City of Iowa City is an eligible employer under Public Service Loan Forgiveness Program. Please visit the [PSLF website](#) for more information.

*IT IS THE POLICY OF THE CITY OF IOWA CITY TO AFFORD EQUAL EMPLOYMENT OPPORTUNITIES
FOR ALL EMPLOYEES AND POTENTIAL CITY EMPLOYEES. DISABILITY-RELATED ACCOMMODATIONS
CAN BE REQUESTED AT 319-356-5020 OR jobs@iowa-city.org.*

