



Accepting applications for:

Animal Center Assistant

Animal Services Division / Police Department

Application Deadline: Tuesday, August 4, 2026

Visit www.icgov.org/jobs to apply online

Permanent part-time position available

Wage: \$21.94 – \$28.12 per hour (starting wage contingent upon experience)

Hours: Variable hours, Monday – Saturday

Job Summary:

Under immediate direction, serves as a front office public relations receptionist, cashier, dispatcher, and adoption coordinator. Impounds animals and assists with animal care and cleaning of the entire facility.

Minimum Education, Experience, Certification/Licensure, Other:

High school education or G.E.D. or pursuit of degree and one to three months of related experience or training; or equivalent combination of education and experience. Experience in animal care, customer service, or office clerical. Euthanasia Technician certification required within one year of hire. Valid State of Iowa driver's license with satisfactory driving record. Must be 18 years of age. Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other:

High school education or G.E.D. and four to six months of related experience or training; 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.*

