

CITY OF WEST LIBERTY, IOWA

NOW HIRING

CITY CLERK

West Liberty is a full-service, progressive, and diverse community in eastern Iowa committed to fiscal responsibility, transparency, and exceptional community service.

POSITION AT A GLANCE

Location	West Liberty, Iowa (Eastern Iowa)
Population	Approximately 4,000 residents
Salary Range	\$58,000 – \$75,000 DOQ
Application	September 18, 2026
Reports To	City Manager

ABOUT THE ROLE

West Liberty, Iowa, has approximately 4,000 residents. West Liberty is a small community located in eastern Iowa, just 30 minutes east of Iowa City/Cedar Rapids and 60 minutes west of the Quad Cities. To learn more about West Liberty and job description, visit their website at <https://www.cityofwestlibertyia.org>.

ABOUT THE ROLE:

West Liberty is a full government service community with departments including City Administration/Finance, Police, Library, Streets, Public Works, Electric, Solid Waste and Parks & Recreation. The City Finance Department is made up of the City Manager, City Clerk, Finance Clerk, Utility Billing Clerk, and Two Administrative Clerks. This active department oversees many of the administrative and financial aspects of the City, including accounting, bookkeeping, accounts receivable, accounts payable, payroll, human resources, utility billing, and permitting.

The City Clerk serves as West Liberty's official record keeper and plays a central role in municipal operations. Key duties include City Council administration, records and elections management, public notices, payroll oversight, and human resources administration. The Clerk also supervises utility billing and administrative staff, ensuring efficient and transparent day-to-day city functions.

QUALIFICATIONS AND EXPERIENCE

- Must possess a high school diploma or GED.
- Applicants must have a combination of education and experience equivalent to a 2-year degree and considerable executive, administrative or management experience.
- Must obtain Certified Municipal Clerk designation within five years of employment & maintain throughout employment with the City.
- Must be bondable and able to be an Iowa Notary.

BENEFITS PACKAGE

The City of West Liberty offers a competitive benefits package including:

- IPERS Retirement
- Employer Contribution to 457 Retirement Plan
- Health, Dental, and Life Insurance
- Short-Term Disability
- Paid Vacation, Sick Leave, and Holidays
- Professional Development Opportunities

Cell Phone

- Cell phone provided or stipends are available to reimburse costs of monthly cellular phone.

Residency

- Residency within twenty (20) miles of the city limits is required within six months of employment.

HOW TO APPLY

Confidential materials such as a cover letter, resume, salary history, and 5 professional references should be sent to:

Lee Geertz, City Manager

Email: lgeertz@cityofwestlibertyia.org

Mail to: 111 W 7th Street, West Liberty, IA 52776 Attn: City Manager

Application Deadline September 18, 2026 • Complete job description available upon request

The City of West Liberty values diversity, equity, and inclusion and is an Equal Opportunity Employer. Qualified veterans are encouraged to apply and will receive preference in accordance with Iowa law.