



Accepting applications for:

Operations Assistant – Senior Center

Senior Center Division

Application Deadline: Tuesday, September 22, 2026

Visit www.icgov.org/jobs to apply online

Permanent full-time position available

Salary Range: \$54,100.80 – \$69,638.40 (starting wage contingent upon experience)

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

Job Summary:

Under general direction, performs a variety of duties requiring knowledge of departmental procedures, programs, activities, computer skills and aging services. Primary responsibilities include overseeing and scheduling front desk staff and volunteers; managing facility reservations, rentals and building usage; assisting with budget preparation and monitoring the operational budget; overseeing the collection of fees and deposits; and enforcing and monitoring departmental and City policies. Additional duties include providing information to the public, maintaining databases, facilitating enrollment, performing accounting duties, updating the website, coordinating special events and working with participant committees.

Minimum Education, Experience, Certification/Licensure, Other:

High school diploma or G.E.D. and one year of related experience or training; or equivalent combination of education and experience. Experience in customer service and computer operations. Must pass criminal background check.

Preferred 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.

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](http://www.pslf.gov) 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.*

