

CITY OF BEAMAN NOW HIRING

CITY CLERK

Beaman, IA has an opening for a part-time City Clerk. The qualified individual will be the primary liaison between the city and its citizens, manage the day-to-day activities at city hall, and provide support to the mayor and council members. Hours are flexible and typically consist of less than 15 hours per week. Regular evening and special council meetings are also required.

Interested applicants need to be highly motivated with strong organizational and leadership skills. Accounting and computer experience required. Major duties include maintaining all financial records including payroll, budgeting and utility billing, preparing and attending city council meetings, and working with the public.

Compensation includes an hourly wage that is commensurate with experience and will include IPERS benefits. We are a small progressive community looking for a flexible, innovative team member to help us continue to move forward as a community. Previous municipal experience a plus but not required. Please send resume no later than 9/28/2026 to: beamanclerk@heartofiowa.net or by mail to P.O. Box 125, Beaman, IA 50609.