



NOW HIRING: CITY CLERK

The City of Madrid is seeking an organized, detail-oriented professional to join our team as City Clerk! This is an excellent opportunity to contribute to local government, support City operations, and serve the Madrid community. The position offers a competitive benefits package, paid time off, and participation in the Iowa Public Employees' Retirement System (IPERS).

Position Details:

Pay: \$25.00 - \$38.00 per hour, depending on qualifications

Status: Full-time, non-exempt

Department: City Administration

Reports to: City Administrator

Key Responsibilities:

- Coordinate and attend City Council meetings, including preparing agendas, meeting packets, minutes, resolutions, ordinances, and official records.
- Prepare and publish required public notices and maintain official City documents.
- Coordinate municipal elections and assist with compliance with applicable state and local laws.
- Serve as custodian of public records, the official City Seal, and other municipal documents.
- Process public records requests and maintain appropriate confidentiality.
- Manage accounts payable, accounts receivable, payroll, and related financial records.
- Reconcile bank accounts and certificates of deposit and prepare financial reports.
- Assist with preparation and filing of the annual City budget and budget amendments.
- Coordinate required state and federal tax filings, annual financial reports, and other regulatory submissions.
- Support annual audits and maintain accurate accounting records.
- Maintain employee records and assist with onboarding, payroll documentation, benefits, and leave administration.
- Assist the City Administrator with annual insurance renewals and other human resources functions.
- Process and maintain records for City-issued licenses and permits.
- Maintain the City's website, social media, and Madtap platforms.
- Serve as the City's liaison for the Madrid Labor Day Celebration.
- Work with the City Administrator on special projects, financial reporting, debt and bond documentation, tax increment financing, and other municipal administrative projects.

Qualifications:

Minimum requirements include a degree in accounting, business, finance, or public administration or a minimum of four years' experience in municipal administration or an equivalent combination of education and experience. Strong organizational, communication, accounting, and computer skills are essential. International Institute of Municipal Clerk (IIMC) or Iowa Municipal Clerk certification is preferred.

The successful candidate must obtain an Iowa Municipal Clerk Certification within three years of appointment. A \$1.00 per hour pay increase is provided upon certification.

Candidates may be subject to a background check and credit check.

How to Apply:

Interested parties may apply by submitting a cover letter, resume, employment application, and three (3) professional references to Kristen Renslow, City Administrator via email at krenslow@madridiowa.org or mailing to/dropping off at City Hall, Attn: Kristen Renslow; 304 S. Water Street, Madrid, IA 50156.

Please visit madridiowa.org for a full job description and employment application.

Applications will be accepted until the position is filled.

The City of Madrid, Iowa is an Equal Opportunity Employer.

Join our team and make a difference in the Madrid community!