The City of Conrad (Population 1093) is accepting applications for a Full-Time City Administrator/Clerk/Zoning Administrator. This position oversees the City's administrative, financial, clerical, and zoning functions to ensure efficient operations and compliance with applicable laws and regulations. This position supports the Mayor and City Council, coordinates communication between departments, maintains official records, manages financial reporting and budgeting, and serves as a primary point of contact between City government and the public.

This position works 40 hours a week plus overtime as needed. The current City Administrator/ Clerk will help train the new person. She retires January 31, 2027. Benefits include a monthly insurance stipend, paid holidays, vacation, sick leave and personal days.

Qualified candidates must be a high school graduate or equivalent required. Bachelor's Degree in Business or Public Administrations or closely related field; or an equivalent of experience, education, and training that would provide the level of knowledge and ability required for the position.

Please submit application, cover letter and resume, with no less than three references. Salary will depend on qualifications. This position will remain open until filled, with review of applications occurring as they are submitted. A copy of the job description and application can be found on the city's website https://conrad.govoffice.com.

Applications can be turned in by:

- Bring in to City Hall during the day between 9 am and 3 pm Monday through Thursday.
- Email cityadmin@conradiowa.com
- Mailing to City of Conrad, PO Box 429, Conrad, IA 50621