

**CITY OF SPRINGVILLE, IOWA
EMPLOYMENT OPPORTUNITY
2017 INFORMATIONAL SHEET**

Position: Assistant City Clerk

Hiring Process: We are accepting applications until 4:00 PM on June 16, 2017. The City Council will be conducting interviews in June. The successful applicant should be available to start employment with the City of Springville on or before July 1, 2017.

Regular Hours: 20 hours, Monday – Friday, between the hours of approximately 8:00 AM to 5:00 PM. Some evening hours are required for various meetings, but are infrequent.

Part-time Position: 20 hours per week

Eligibility: The City of Springville requires all employees to present documented proof of identity and employment eligibility in the United States within three days of hire.

Benefits:

- Training Assistance – the City of Springville pays for fees and travel costs for pre-approved job related training as outlined in the Springville Employee Handbook.
- The City of Springville will observe the following holidays:

New Year’s Day	Veteran’s Day
Good Friday	Thanksgiving Day
Memorial Day	The day after Thanksgiving Day
Independence Day	Christmas Eve Day
Labor Day	Christmas Day
	New Year’s Eve (1/2 Day)

Smoking Policy – all City of Springville owned buildings, facilities, and vehicles are smoke free, all tobacco usage, including smoking and smokeless tobacco, is prohibited in these areas.

Dress Code – business casual.

Springville Employee Handbook – is available for viewing. It is for informational purposes only and may be revised at any time.

Probationary Period – 90 days for a new hire.

At-will Employer – the City of Springville is an at-will employer, which means employment can be terminated at any time at the will of either you or the City of Springville.

The City of Springville is an equal Opportunity Employer.