

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

Position: City Clerk

Hiring Process: We are accepting applications until 4:00 PM on May 19, 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: 40 hours, Monday – Friday, approximately 8:00 AM to 5:00 PM. Some evening hours are required for various meetings.

Full-time Position: 40 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:

- Retirement – participation in Iowa Public Employees’ Retirement System (IPERS) is required. Employee contribution level is currently 5.95% of gross salary, with employers contributing 8.93%.
- Health Insurance – the City of Springville currently pays \$1,000 a month towards a health insurance plan. Coverage is effective the first of the month following 30 days after the initial employment date.
- Sick Leave, Bereavement Leave, Personal Days, and Paid Vacation Time – full-time employees are granted these types of leave according to the provisions listed in the City of Springville Employee Handbook.
- 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.*