

CITY OF SPRINGVILLE, IOWA

EMPLOYMENT OPPORTUNITY

The City of Springville, Iowa, is accepting applications for a full-time city clerk. Duties include, but are not limited to: customer service, accounting records, written and verbal communications, and office administration.

The applicant must have a high school diploma or equivalent; speak and write fluent English; be competent in Microsoft Office, and have some post high school training or work experience in office procedures and accounting. Experience in city government, with Banyon software, and being a Certified Municipal Clerk are all preferred.

This is a full-time position for 40 hours per week, Monday – Friday, with some evening hours required for meetings. Compensation will be based on duties and experience.

Applications, a job description, and informational sheet are available at the city clerk's office at 304 Broadway, Springville, Iowa, 52336, during regular office hours, Monday through Friday; on the city's website at: www.ci.springville.ia.us ; or by mail. The City's mailing address is PO Box 347, Springville, IA 52336.

You may call 319-854-6428 or email: cityofsp@netins.net with questions or to request the documents. **Completed applications must be received by the Springville city clerk's office staff by 4:00 PM on Friday, May 19, 2017.**

The City of Springville is an equal Opportunity Employer.