

Part-time City Clerk – City of Kelley, Iowa

City of Kelley seeks a part time City Clerk. Come work for this growing small town of approximately 300 people in the heart of central Iowa - located between Ames and Ankeny. The ideal candidate for this position should have excellent organizational skills, be detail orientated, familiar with government processes and procedures, and be resourceful as well as self-motivated.

Duties will include, but not limited to, payroll and associated State and Federal reporting requirements; preparation of and attending monthly Council meetings and other special meetings as needed (which includes evening hours); writing and publishing minutes according to state requirements; monthly water billing and payment processing; creating, maintaining, and reporting the annual budget according to State requirements; accounts payable; filing and document retention according to state requirements; processing and maintenance of permits and licenses as necessary; establishing and maintaining open communication with residents through Facebook and the Website; and dealing with complaints as needed. Accounting software skills are required, as well as strong communication and people skills. Training already completed through Iowa League of Cities is a plus, but shall be available through the City of Kelley. Hours will vary. Some travel required for daily tasks and training.

Anticipated salary starting @ \$25 / hr (varied depending on experience). Benefits include IPERS. Vacation and health insurance negotiable depending on Applicant and experience. Candidate must be 18 years of age or older and bondable. Please submit resume via email at kelleyiowa@gmail.com or mail to: City of Kelley, 1111 Grace Street, Kelley, Ia 50134. Resumes will be received until position is filled. Interview process will begin week of December 2, 2024 with an anticipated start date of January 6, 2025 (or before – depending on applicant). EOE.