

THE CITY OF ANDREW

is accepting applications for a city clerk

Skills required for this position:

- Ability to communicate effectively with city staff and the public.
 - Basic knowledge of accounting procedures.
 - Ability to make and implement sound decisions and exercise judgement in solving problems.
 - Ability to work efficiently and independently with a minimum of supervision.
 - Ability to execute work with confidentiality and with the exercise of independent judgment, initiative, and discretion.
 - Attention to detail.
 - Working knowledge of computers and Microsoft Programs (including but not limited to Word, Excel, Outlook).
 - Attend City Council meetings one night a month (or more if required).
 - Attend workshops and seminars as approved to further development knowledge, skills, and abilities.
-

This position is an appointed position by the City Council.
Job performance will be reviewed 30 days after appointment by the mayor and again at 6 months, and then annually there after
Hours & Wages: To be negotiated.

If interested, please contact the office in the following ways:

Email: andrewia@netins.net

Physical mailing address: City Hall PO Box 74 Andrew, IA 52030

Phone number 563-672-3570 Please leave a voicemail

APPLICATION

DEADLINE:

September 30, 2026

5 PM