



Employment Opportunity

City Clerk

The City of Farley, Iowa (population 1,766) is accepting applications for the full-time position of City Clerk.

- This position is responsible for providing administrative support to the Director of Finance and Economic Development with the Annual Budget, Budget Amendments, annual state and county financial reporting, Development Agreement management, and other general municipal areas.
- The City Clerk will be primarily responsible for payroll entry, tax reporting, accounting operations, utility billing, and preparation of agenda materials.
- The City Clerk shall also ensure City Hall operates efficiently and effectively in absence of the Director of Finance.
- The ideal applicant has municipal government experience, financial background, ability to multitask and meet strict deadlines, very detail oriented, have great organizational skills and must have excellent written and verbal communications skills. College credit or experience is preferred, particularly in areas of accounting, finance, business or communication.
- Starting pay range will be \$25-\$32 per hour dependent on qualification and experience.

Applications may be returned to City Hall, mailed to City of Farley, 206 1st St N, Farley, Iowa or emailed to kelly.ludwig@farleyiowa.com by 4:30PM on 5/28/2024, Please contact City Hall at (563)744-3475 if you have any questions.

APPLICATION AND JOB DESCRIPTION ARE
AVAILABLE ONLINE AT WWW.FARLEYIOWA.COM.

THE CITY OF FARLEY IS AN EQUAL OPPORTUNITY EMPLOYER.