

CITY OF NEWHALL, IOWA JOB OPENING CITY CLERK

**The City of Newhall is accepting applications for the position
of City Clerk.**

This full time position is responsible for the administration of city operations, financial management, recordkeeping, and providing support to the Mayor, City Council, and residents of Newhall.

Duties include but are not limited to preparing agendas and minutes, managing budgets and financial reports, payroll, maintaining official records, assisting residents, attending council meetings, ordering supplies for all city workers, overseeing the renting and upkeep of the city pavilions, processing and submitting monthly and quarterly reports, and ensuring compliance with state and local regulations.

Ideal candidates will demonstrate strong organizational skills, attention to detail, proficiency with office software, and excellent communication abilities. Prior municipal or administrative experience is preferred but not required.

Competitive salary offered. A full job description is available upon request.

Interested applicants should submit a résumé, cover letter, and references to: City of Newhall

Attn: Hiring Committee

PO Box 177, Newhall, IA 52315

Or Email newhall@southslope.net

Applications will be accepted until the position is filled.

The City of Newhall is an Equal Opportunity Employer.