



## **Eldridge, Iowa is seeking a City Clerk**

### **Announcement/Advertisement**

City Clerk, Eldridge, Iowa. (Population 6,726). Progressive and growing community in east central Iowa, located at the junction of U.S. Highway 61 and Interstate 80 and just north of the Quad Cities Metro Area in Scott County, is seeking a leader for the position of city clerk.

Salary range is \$65,000 - \$74,000, depending upon qualifications, with a full range of benefits. The city clerk works directly with 3 full time billing clerks. The city clerk will attend City Council meetings and assist with the agenda and packet preparation. Responsible for production and retention of City Council meeting minutes. Oversight of accounts payable, accounts receivable, and payroll. Maintains all city records. Prepares and publishes legal notices. Receives and responds to public records requests. Communicates with the Mayor and City Council as needed or requested. Performs limited human resource duties. Assists city department heads and employees as needed. Performs necessary election duties.

Qualifications include high school graduation with 5 years of office management experience. Preferred education: Associates or bachelor's degree in accounting, finance, or public administration. Preferred experience in municipal work using Incode software.

Application materials requested include: application, cover letter, and resume.

Applications can be found at: <https://www.cityofeldridgeia.org/employment>

Applications will be accepted until the position has been filled. Confidential applications should be sent to [trupe@cityofeldridgeia.org](mailto:trupe@cityofeldridgeia.org) or mailed to:

City of Eldridge  
Attn: Tony Rupe  
PO Box 375  
Eldridge, IA 52748