



## **The City of Preston is taking immediate applications for: City Administrator/Clerk/Treasurer**

Applicant must have the skillset to be forward thinking and act in the interest of the City and its citizens while following the City Code of Ordinances and Comprehensive Plan. Must possess strong computer and problem-solving skills, have great customer service skills, work well under pressure, be able to multi-task, have good organizational skills, be able to work with confidential information, and represent the City in a professional manner even when on personal time. Applicant must be able to attend evening meetings, sometimes multiple a week and be available to take phone calls if any City issues arise after normal working hours, including evenings and weekends.

Normal working hours are Monday-Friday, 8am-4:00pm, plus evening meetings. Benefits include IPERS retirement, life insurance health/dental insurance, paid holidays and vacation sick and personal days.

Starting pay is dependent on experience and qualifications.

### **Job duties include but are not limited to:**

- Supervisor Duties include overseeing all City departments and department heads:
- Secretary to the City Council, Prepare agendas and minutes for each meeting.
- Complete Annual Budget and other State Reporting Requirements
- Reconcile City Funds on a monthly basis.
- Monitor all city debt/loans as needed while following government rules.
- Know and be able to perform the duties of the Deputy Clerk including receipts, payroll processing and reports, and utility billing and management.
- Human Resources for the City and Liaison for Insurance, Work comp, City Attorney and Auditors.
- Understand and learn various software: Microsoft word, excel, outlook and Caselle software.

### **Applicants should submit the following information for full consideration:**

**\*Complete the City of Preston application.**

**\*Letter of Application and Resume.**

**\*Three references of recommendation relating to this type of position.**

**\*Copy of applicable transcripts upon request**

Applications are available at and due to Preston City Hall, Clerk's Office  
1 W. Gillet Street, Preston, IA 52069 or by emailing [admin@prestoniowa.org](mailto:admin@prestoniowa.org)

**The position will be open until filled, but materials received by  
Friday, July 10th will receive full consideration.**

**Interviews will be scheduled the following week.**

*The City of Preston is an Equal Opportunity Employer*

Applications and full list of duties are available at [www.prestoniowa.com](http://www.prestoniowa.com) or at City Hall