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POSITION POSTING Deputy Clerk/Rec Coordinator

The City of Van Meter is now accepting applications for a Deputy City Clerk/Rec Coordinator to assist with various administrative duties and the development of a parks and recreation program. A complete job description and application for employment can be found at www.vanmeteria.gov.

The successful candidate should possess an associate's degree in Accounting, Public or Business Administration, Parks and Recreation, or a closely related field. Any equivalent combination of experience and education may be considered but a bachelor's degree and relevant work experience are highly desirable. The candidate must demonstrate self-motivation and enthusiasm for working with the public.

The position is a permanent part time position averaging 20 to 30 hours/week. The position pays \$13-16/hour depending on qualifications and is open until filled with the first review of applications occurring on Monday, December 2, 2013. To apply, submit a cover letter, résumé, and application to janderson@vanmeteria.gov.