City of Fredericksburg

NOW HIRING | CITY CLERK

EMPLOYMENT	COMPENSATION	APPLY BY
Full-Time	Based on Qualifications	November 11, 2026

THE OPPORTUNITY

The City of Fredericksburg, Iowa, is seeking a motivated, organized, and detail-oriented individual to serve as its full-time City Clerk. Appointed by the City Council, the City Clerk oversees municipal financial operations, maintains official records, and supports the day-to-day functions of local government.

The ideal candidate brings sound judgment, professionalism, strong organizational skills, and a commitment to serving Fredericksburg residents.

KEY RESPONSIBILITIES

- Prepare agendas, meeting materials, and official minutes for City Council and other required meetings; attend meetings as needed.
- Oversee accounts payable, accounts receivable, payroll, and municipal financial records.
- Assist with budget preparation, financial reporting, and related administrative functions.
- Maintain official City records, ordinances, resolutions, and documents.
- Process building permits, applications, and other municipal documentation.
- Respond promptly and professionally to residents, businesses, and government agencies.
- Support the Mayor and City Council in implementing municipal policies and procedures; perform other duties as assigned or required by law.

QUALIFICATIONS & REQUIREMENTS

EDUCATION & EXPERIENCE

- High school diploma or equivalent required.
- Additional education or training in public administration, accounting, business management, or a related field preferred.
- Experience in municipal government, accounting, office administration, or related work preferred; equivalent combinations of education, training, and experience considered.

SKILLS & ABILITIES

- Strong organization, communication, time management, attention to detail, and problem-solving skills.
- Ability to work independently, manage deadlines, maintain accurate records, and handle confidential matters discreetly.

- Proficiency in Microsoft Office and Google Workspace; ability to learn municipal procedures and technology.
- Professional communication with the public, elected officials, and coworkers.

ADDITIONAL REQUIREMENTS

- Valid Iowa driver's license.
- Municipal Clerk training/certification completed or willingness to obtain applicable credentials.
- Ability to attend required meetings, training, and conferences, including occasional travel.

WORK SCHEDULE

Generally 40 hours per week, Monday through Friday. Attendance at City Council meetings is required; occasional evening meetings, training, or adjusted hours may be necessary.

EMPLOYEE BENEFITS

Eligible full-time employees receive single health insurance coverage, employee life insurance, IPERS retirement benefits, paid vacation leave, and an annual City contribution to a Health Savings Account (HSA).

HOW TO APPLY

Submit a completed City employment application, current resume, and cover letter by November 11, 2026.

- Email: deputyclerk@fburg.ia.gov
- Mail or drop off: City of Fredericksburg, 151 W. Main Street, Fredericksburg, IA 50630
- Request an application: Visit City Hall, call 563-237-5725, or email deputyclerk@fburg.ia.gov

APPLICATION DEADLINE • NOVEMBER 11, 2026

The City of Fredericksburg is an Equal Opportunity Employer. Qualified applicants will receive consideration without regard to protected status under applicable law.