



# PRESS RELEASE

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FOR IMMEDIATE RELEASE  
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## LOOKING A JOB? CITY OF MUSCATINE IS HIRING NOW

*Applicants sought to fill a variety of positions that are available now*

**MUSCATINE, Iowa** – The City of Muscatine is actively recruiting individuals to fill various positions currently available in Finance, Musser Library, and the Transfer Station. Individuals within a 30-mile radius of the Muscatine city limits (including Iowa and Illinois residents) are eligible to apply.



The City of Muscatine is also collecting applications for firefighter and police officers to create a qualification list of available applicants when positions become available.

Please visit our [Career Center](#) for details on the following positions, how to apply, and to view additional full-time, part-time, and seasonal employment opportunities. Check back often for additional opportunities, or register to receive notifications of employment openings. The City of Muscatine actively seeks applicants who have the desire and interest to work for an organization that takes pride in their community, pride in community service, and pride in their employees.



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## **Accountant**

This position performs professional governmental accounting activities for all areas within the Finance Department. Work duties include monthly bank reconciliations, maintenance of public housing tenant rent records and associated journal entries and reports, maintenance of fixed assets records, monthly updates to the City's financial transparency software system, and preparation of monthly journal entries and cost allocations. Participates in the development and preparation of the City's annual budget as well as annual comprehensive financial report.

## **Parking Meter Attendant**

Patrols on foot in assigned areas of the City to enforce parking ordinances; issues tickets for parking violations. Provides information to the public concerning parking regulations and enforcement; answers inquiries concerning City services and promotes good public relations between the public and the City. Performs routine meter repairs; reports street or sidewalk obstructions or hazards; collects parking monies from metered areas. Operates a variety of computer programs. Performs related work as required. Work hours are Monday – Friday 11:00 a.m.-5:00 p.m. with a 30-minute lunch (28 hours/week)

## **Refuse Truck Driver**

The Solid Waste Division of the Department of Public Works is taking applications for a 3/4-time Refuse truck Driver. This is manual and semiskilled work in the operation of a refuse collection packer truck. Work involves responsibility for operation of a refuse collection packer truck. Work requires that employees of this class follow established routes and maintain collection schedules. Emphasis of the work is upon operating the packer truck although on assigned routes employees of this class also collect and load refuse into the packer.

## **Library Assistant**



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The Musser Public Library is hiring a Library Assistant - Reference. This position provides assistance to library patrons seeking information on a wide range of topics. This may include helping patrons locate and use library resources, answering questions, and providing guidance on research projects. The Library considers customer service for both internal and external customers to be a top priority for this position. Candidates must demonstrate a strong ability to work collaboratively with other departments in the library and the city. This position's schedule is 20 hours per week, which includes some evenings and weekend shifts. It reports to the assistant director.

## Library Shelver

The Musser Public Library is hiring a Library Shelver. Shelving books and other library materials; emptying book drops; retrieving library materials for patrons; checking shelves and other locations to ensure that materials are in designated order; assisting library staff with simple mending and cleaning of library materials; performing other related duties as directed. Work is generally performed within Library building with occasional work performed outside, including emptying a book drop and participation in the library entry at local parades.

## VISITING THE CAREER CENTER PAGE

The City of Muscatine utilizes applicant tracking software that makes it easier for individuals to search for and apply for City employment. The entire application process is now 100 percent online.

Individuals who do not have access to a computer can visit Muscatine City Hall or Musser Public Library for assistance in filling out an application (see below for more information).





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Job seekers can see a list of available positions and how to apply by clicking on the "Employment" button on the homepage of the City of Muscatine website.

The [Career Center](#) will open in a new window and job seekers can view the list of current full-time, part-time, and seasonal opportunities by clicking on "available positions". Search the list and click on the title to see the job description. Interested candidates can then click on the green "apply" button to begin the application process.

Potential applicants must register before applying by creating a profile. You only need to register once and can edit your profile at any time. Applicants can track the status of his or her application through their profile. Once registered you will also be able to sign up for email notification(s) of job openings in specific departments through the Talent Network.

For those who do not have access to a computer, the Department of Human Resources at Muscatine City Hall will have paper applications available for the job seeker to fill out. Human Resources staff is available 8 a.m. to 5 p.m. Monday through Friday to answer questions or to help in the online or paper process. Contact Human Resources at 563-264-1550.

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