

Cherokee County, Iowa, is seeking qualified applicants for the position of Office Manager

Successful candidate shall; serve as procurement manager and develop contracts, manage department inventory, manage and lead the use of event management software, and work with the engineer and road superintendent on FEMA reports and closeouts. The office manager purchases office supplies and equipment, organizes and maintains files and records, and prepares payroll sheets. Position requires a working knowledge of Microsoft Office Suite with strong computer proficiency.

Salary is negotiable depending upon experience and qualifications.

Applications may be found at www.cherokeecountyiowa.com, and must be submitted with cover letter and resume by Friday, September 13th. Cherokee County is an EOE.

Email application materials to Sarah Tracy, Cherokee County Engineer, @ stracy@co.cherokee.ia.us

*Email file limitations: No greater than 10MB per file attachment and not to exceed 25 MB total

Any questions, please contact Sarah Tracy directly via the email above or by phone @ 712.229.8041.