

**PLEASE POST**

## **CITY OF MASON CITY**

**This job is open to Employees and the Public.**

**Full Time:** YES  
**Civil Service:** NO  
**Union:** NO

### **VACANCY**

**Department:** Museum

**Date of Posting:** March 11, 2026

**Title:** Office Manager

**Starting Wage:** \$22.83 per hour

**Hours:** Full time days, with one Saturday per month and one Thursday evening per month as part of a rotation with other staff.

**Requirements:** See attached job description

**Start Date:** ASAP

**Application:** Persons interested in the above vacancy must apply online at [www.masoncity.net](http://www.masoncity.net)

If you have any questions concerning this information, please contact Human Resources at (641) 424-7132.

**Applications will be accepted until 4:30 pm on March 24, 2026**

**Equal Opportunity Employer**