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: October 22, 2026

Title: Office Manager

Starting Wage: $23.47 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

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 November 4, 2026

Equal Opportunity Employer