

Register for Employment Opportunity Email Alerts

1. Navigate to www.councilbluffs-ia.gov, click on Employment at the bottom of the page.



2. Once you click on Employment, the Employment Opportunities Main Page appears.

The screenshot shows the 'Employment Opportunities' page on the Munis Self Service portal. The page title is 'Employment Opportunities' and it includes navigation links for 'Home', 'Administration', 'Employee Self Service', and 'Employment Opportunities'. The main content area contains several paragraphs of text providing instructions for current city employees and applicants. Below the text is a search and filter section with dropdown menus for 'First Sort', 'Second Sort', and 'Third Sort', each with a 'Sort Descending' checkbox and a 'Sort' button. Below this is a table with two columns: 'Positions Available' and 'Special Requirements/Notes'. The 'Positions Available' column lists 'UTILITY WORKER II', 'LOCATION: STREET DIVISION', 'Posting Start Date: 10/02/2017', 'Posting Enc Date: 10/05/2017', and 'HOURLY RATE RANGE: \$18.77-\$23.44'. The 'Special Requirements/Notes' column contains the description 'Utility Worker II' and an 'Apply' button.

3. Click on Register for email alerts within Employment Opportunities.

This is a close-up screenshot of the 'Employment Opportunities' page, focusing on the top right navigation area. The link 'Register for email alerts' is highlighted with a red rectangular box. The page title 'Employment Opportunities' is visible at the top left, and the 'Munis Self Service' logo is at the top center. The navigation links 'Log in as returning applicant', 'Create new account', and 'Register for email alerts' are visible at the top right.

4. Click the box to the left of each Job Category that you are interested in. Fill out the Contact Information and click **Submit**. You will then receive email notifications once a job opening is posted within the categories you have selected.

If you previously signed up for email notifications on the old website, please sign up to be notified of any future job openings here. All previous email notifications have been turned off.

Future job opportunities

Select the job categories in which you are interested. You will be alerted via email when new job opportunities arise.

ADMINISTRATIVE SUPPORT FIREFIGHTER & FIREFIGHTER/PARA INFORMATION TECHNOLOGY MAINTENANCE/GENERAL LABOR
 MANAGEMENT/SUPERVISORY POLICE OFFICER PROFESSIONAL TECHNICAL TRADES

First name *

Last name *

Middle initial

Address 1

Address 2

City

State abbreviation

Zip code *

Country ▼

Phone

Email *

****Any field with a red asterisk is a required field (you cannot leave these fields blank). If you do not fill out the required fields, you will get the error message below.****

 Please correct the errors on this page before continuing. 