

## View and Apply for Open Job Postings with the City of West Des Moines

Before applying for a job, make sure you have completed ALL sections of the Profile. These are the links located on the Left side of the home screen.

**Need access to a computer? Computers are available in the Human Resources Office located at City Hall and in the West Des Moines Public Library.**

Home

Safe Testing

Menu

Home

✓ MY PROFILE SECTION - ALL SECTIONS MUST BE COMPLETE

- My Personal Information
- My Address and Phone Number
- My Work History
- My Education History
- My Qualifications
- My Attachments
- My Profile (Read Only)
- Change My Password

✓ MY APPLICATION HISTORY

Applied On	Recently Applied For
19-Oct-2018	Crossing Guard - Part Time
19-Oct-2018	Driver
19-Oct-2018	Library Worker II
19-Oct-2018	Scorekeeper

[Click here to view all my applications](#)

✓ CITY OF WEST DES MOINES CONTACT INFORMATION

- City of West Des Moines Contact Information

✓ VIEW OPEN POSTINGS AND/OR APPLY FOR A POSITION

Closes On (If blank)	Title (Click to drill in)
	Crossing Guard - Part Time
	Driver
	Library Worker II
	Scorekeeper
	Seasonal Forestry Worker I
	Seasonal Forestry Worker II
	Seasonal Parks Maintenance Worker I
	Seasonal Parks Maintenance Worker II

[Click here to view open posting](#)

✓ MY ASSESSMENTS

On or After	Status	Assessment Description (click to view detail)
No data to display		

[Click here to view all my assessments](#)

Available Jobs

•Click on a job you are interested in, or Click the Green "Click here to view open posting" button

# View Job Postings

1 - 8 of 8 Search:  CLEAR

Posting Opened	Civil Service Status	Posting #	Posting Title	Closes On
20-Aug-2018	Non-Civil Service	2018057	Driver	
17-Aug-2018	Non-Civil Service	2018056	Seasonal Forestry Worker II	
17-Aug-2018	Non-Civil Service	2018055	Seasonal Forestry Worker I	
17-Aug-2018	Non-Civil Service	2018054	Seasonal Parks Maintenance Worker II	
17-Aug-2018	Non-Civil Service	2018053	Seasonal Parks Maintenance Worker I	
05-Jul-2018	Non-Civil Service	2018049	Crossing Guard - Part Time	
01-Jun-2018	Non-Civil Service	2018043	Library Worker II	
30-Jan-2018	Non-Civil Service	2018014	Scorekeeper	

•Make sure the job you are interested in is Highlighted

Available Jobs

## POSTING OVERVIEW

**PLEASE READ THE POSTING INFO SECTION BELOW BEFORE APPLYING**

Posting Title : Driver

Rate of Pay: \$16.77/hour

Steps to Apply:

1. **Online Profile:** You must complete an online profile. This includes ALL sections of the profile. A link is provided below for the Online Application System.

Steps to Apply :

•Read this section fully to ensure you have completed all steps

Important

Steps to Apply:

1. **Online Profile:** You must complete an online profile. This includes ALL sections of the profile. A link is provided below for the Online Application System.

Steps to Apply :

2. **Applying for Position:** Once you have completed your profile, you MUST apply for the position (After you have created your profile, the link to Apply is located on the right side of the main menu. An email will be sent confirming you have applied. It will also be displayed in the My Application History section).

3. **Assessment:** You MUST complete the required assessment before the posted deadline in order to be considered for this position.

All steps MUST be completed before the posted deadline to be considered for this position. If you have any questions during the application process, please contact Human Resources at 515-222-3616.

Civil Service Status : Non-Civil Service

Full Job Description : <http://www.wdm.iowa.gov/Home/ShowDocument?id=19083>

BY CLICKING THE APPLY TO THIS POSTING BUTTON, I AGREE TO THE FOLLOWING: [STATEMENT](#)

Status : You have an active application for this posting. Application number: ( 052055 )

Time Left :

[Apply to this posting](#)

•If you see this note, you have already applied. Do NOT apply again.

Already Applied

Steps to Apply:

Steps to Apply :

1. **Profile:** You MUST complete an online profile. This includes ALL sections of the profile. (Link to online application system provided below)
2. **Applying for Position:** Once you have completed your profile, you MUST apply for the position (The link to Apply is located on the right side of the main menu. An email will be sent confirming you have applied. It will also be displayed in the My Application History section).
3. **Assessment:** After you apply, click on the link on the right side of the page that says: Click Here to View All My Assessments. Click on the required assessment, then click Take Assessment. Note: You must disable your popup blocker before taking the assessment. Assessments will open in a new internet window.
4. **Availability:** After you apply, click on the link on the left side of the page that says: Click Here to Review All My Applications. Click on each position you have applied for and indicate your availability including Start Date, End Date and any planned leave during the season.

All steps MUST be completed in order to be considered for this position. If you have any questions during the application process, please contact Human Resources at 515-222-3616.

Civil Service Status : Non-Civil Service

Full Job Description : <http://www.wdm.iowa.gov/Home/ShowDocument?id=18678>

BY CLICKING THE APPLY TO THIS POSTING BUTTON, I AGREE TO THE FOLLOWING: [STATEMENT](#)

Status : You can apply to this posting.

Time Left :

Apply to this posting

•Before clicking the Apply button, make sure you have completed your profile and read the Steps to Apply above



Steps to Apply:

Steps to Apply :

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Civil Service Status : Non-Civil Service

Full Job Description : <http://www.wdm.iowa.gov/Home/ShowDocument?id=18678>

BY CLICKING THE APPLY TO THIS POSTING BUTTON, I AGREE TO THE FOLLOWING: [STATEMENT](#)

Status : You can apply to this posting.

Time Left :

Apply to this posting

STOP: Before clicking ok, please make sure you have updated your work history, education, qualifications and other required fields. If you have NOT entered this information, please click Cancel, and return to the Home page to complete this information first.

You are about to apply for this position. Please review the information on your profile.

•If you've completed your profile, read the Steps to Apply and are ready to Apply, Click OK

OK Cancel



Safe Testing

Menu

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3. **Assessment:** After you apply, click on the link on the right side of the page that says: Click Here to View All My Assessments. Click on the required assessment, then click Take Assessment.

Steps to Apply :

**Information**

Your request was completed. You have applied for this position. There are no additional steps (Completing an Assessment or Updating your Availability) as listed in the Posting Info section.

**Apply**

OK

**BY CLICKING THE APPLY TO THIS POSTING BUTTON, I AGREE TO THE FOLLOWING: [STATEMENT](#)**

Status : You have an active application for this posting. Application number: ( 052063 )

Time Left :

**Apply to this posting**

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The process may not be done. Be sure to look over the Steps to Apply and complete any additional requirements such as completing an Assessment or updating your Availability.

**Need access to a computer? Computers are available in the Human Resources Office located at City Hall and in the West Des Moines Public Library.**