

Logging in to the City's Self Services Website

The City's Self Services site can be accessed from any device with an internet connection and is located at <https://citymss.iowa-city.org/mss>. A link to this site is also available on the City Employee Resources link at the bottom of the www.icgov.org homepage.

Login Information:

Login = Employee number

Password = Last 4 digits of social security number*

*This is for those logging in for the first time. Employees will be immediately prompted to set a new password upon their first login. Passwords must be 8 characters in length. If you need assistance logging in, please contact Human Resources at 319-356-5020.

*Permanent Employees will log in using the same password used to make your recent open enrollment election.

Refer to the next page for instructions on how to access the online application.

Applying Online—Getting Started

- Click on Employment Opportunities on the Munis Self Services menu.

MUNIS Self Services
Welcome to the City of Iowa City Self Service website.

- [Home](#)
- [Administration](#)
- [Employee Self Service](#)
- [Employment Opportunities](#)

- Please review the application instructions carefully. If you wish to apply for an available position, click "Apply"

Employment Opportunities

Thank you for visiting the City of Iowa City employment opportunities webpage. The City of Iowa City values diversity and does not discriminate in hiring or employment on the basis of race, color, veteran's status, sex, disability, sexual orientation (including gender identity), or any protected status covered under local, state or federal law. We are encouraged to apply.

You may choose to apply online or print one or more applications to apply. The benefit of completing the application now is that you will be able to submit your application for specific openings with just a few clicks.

Please note that each job has a specific application deadline. You must specifically apply for a job to be considered a candidate.

Following the deadline, applicants meeting minimum qualifications are made available to the hiring manager for consideration of employment. Interviews for an interview will be conducted internally or externally. Those not selected will be notified by email. The timeline for this process varies depending upon the number of candidates, necessary screening for the position, etc. You may also access your applicant profile to view the current status of your application.

As you complete your application please be aware that you may attach a resume but may not substitute a resume (or state "see resume") for completion of the work experience section. Tap through the application; do not use the "enter" key to advance to the next field. Required fields are indicated by a red asterisk (*). It is important to keep your application updated. Please review your application before submitting for a posted vacancy to ensure that it is updated and current.

The Iowa Smokefree Air Act prohibits smoking in all public buildings owned, leased, or operated by or under the control of the City of Iowa City, including all restaurants, bars, and other places where persons gather immediately adjacent to the buildings. Also, smoking is prohibited in all vehicles owned, leased, or operated by or under the control of the City of Iowa City.

All Jobs | By Location | By Group | Search |

Sort: None Selected Then: None Selected Then: None Selected Sort: None Selected Then: None Selected Then: None Selected Sort:

Positions Available **Special Requirements/Notes**

MV I - REC .75 Position: 000102003 (MV I - REC .75) Code: 102-1 Type: INTERNAL & EXTERNAL Location: GOVERNMENT BUILDINGS Grade: AFSCME Group: AFSCME	Apply
ANIMAL CARE TECH Position: 000-402002 (ANIMAL CARE TECH) Code: 402-1 Type: INTERNAL & EXTERNAL Location: ANIMAL CONTROL Grade: AFSCME Group: AFSCME	Apply

- If you are applying for the first time, you will click on "Create a new account."

Returning applicants will be required to login by completing the required fields.

Applicant login
Log in to access your profile information.
Don't have an account? [Create a new account.](#)

First name* _____
Last name* _____
Zip Code* _____
Pin* _____
Forgot your pin? Click here for email reminder.
2665
Please enter these validation numbers into the box below them

Log In Cancel

- When creating a new account, applicants will be issued a PIN which will be required for future logins. Please write this down. It will also be sent to you via email.

Create Account
A PIN is required to access your account in the future.
Your PIN is 200.
[Continue](#)

- [Home](#)
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- You are now ready to begin completing the application form. When you are finished be sure to review the application for errors (which will be identified by a red asterisk).

CITY OF IOWA CITY
THE CITY OF IOWA CITY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees. Persons who are members of a protected class are encouraged to apply. For more information on the City's EEO policy see "Important Information for Applicants".

CIVIL SERVICE
This application also serves as an official testing document for positions subject to Civil Service testing. It is very important that the application be completed thoroughly, honestly and accurately. See "Important Information for Applicants" for more information.

Please complete all the required fields in this section.

Social Security Number
000-00-0000

Please complete all the required fields in this section.

Last Name _____ First Name _____ Middle Initial _____

- [Citizen Self Service](#)
- [Employment Opportunities](#)

Please feel free to contact Human Resources at 319-356-5020 with any questions. Thank you!