

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 your Profile. Refer to the Creating a Profile instructions if you have not yet created a profile.

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.

The screenshot shows a web browser window with the URL `secure4.saashr.com/ta/6073685.careers?CareersSearch`. The page header includes the text "CITY OF WEST DES MOINES" and a "Log in" link. A search bar is visible with the text "Results (1)". Below the search bar, there are dropdown menus for "Categories" and "Location". The main content area displays a job listing for "Seasonal Horticulturist II" with the following details:

- Location: West Des Moines, IA
- Job Category: Active
- APPLY FOR button
- General Information:
 - Job Title: Seasonal Horticulturist II
 - Location: West Des Moines, IA, 50265-2
 - United States
- Base Pay: \$17.75 - \$20.58 / Hour
- Relocation Expense Covered: No
- Employee Type: Seasonal
- Job Category: Active
- Required Degree: High school
- Manage Others: No
- Contact Information:
 - Phone: 515-222-3616
 - Email: humanresources@wdm.iowa.gov
- Description

Annotations on the screenshot include:

- An orange callout box: "New or Returning to the City's application system?"
- A pink arrow pointing to the "APPLY FOR" button with the text: "Start by Clicking Here"
- A pink arrow pointing to the job title with the text: "Click on the job to view the requirements and steps to apply"
- An orange callout box: "Steps to Apply/Details"

Tip: If you are already logged in, click on the Find Jobs tab to find active jobs, then click Apply for Job when you are ready to apply.

The screenshot shows a web browser window with two tabs: "6073685:Career Search" and "CITY OF WEST DES MOINES - My". The address bar shows the URL "secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&sft=EXDIUXQEGP#applicant/findjobs". The page header includes a hamburger menu, a "Tip" callout pointing to the "Find Jobs" tab, and the text "MY JOBS PORTAL". The user is logged in as "JT Just".

The main content area is titled "Find Jobs" and "Search results(1)". It features a search bar with the text "Search Job Title or Keywords" and a magnifying glass icon. Below the search bar are two dropdown menus labeled "Categories" and "Location".

The job listing for "Seasonal Horticulturist II" is displayed in a dark blue box on the left. The job details are as follows:

Seasonal Horticulturist II	
Location: West Des Moines IA	
Job Category: Active	

General Information

[APPLY FOR JOB](#)

Seasonal Horticulturist II, West Des Moines

General Information

Job Title:	Seasonal Horticulturist II
Location:	4200 MILLS CIVIC PARKWAY PO BOX 65320 West Des Moines, IA, 50265-2000 United States
Base Pay:	\$17.75 - \$20.58 / Hour
Relocation Expense Covered:	No
Employee Type:	Seasonal
Job Category:	Active
Required Degree:	High School
Manage Others:	No

Contact Information

Phone:	515-222-3616
Email:	humanresources@wdm.iowa.gov

Description

Under the general direction of the Urban Forestry Supervisor, with the Horticulturist providing daily work direction and guidance, the Seasonal Horticulturist II provides a full range of horticultural services, including herbicide and pesticide application, within the City's parks system, recreational facilities, municipal building grounds, street medians, aquatic centers, the Valley Junction business district, and Jordan Cemetery. Average duration of employment is 4 to 9 months.

Regular Hours: Varies. Overtime and weekend work as requested.

Job Description: [Seasonal Horticulturist II](#)

Requirements

High school diploma or equivalent preferred. Requires ability to lift greater than 50 lbs, a valid driver's license, and a **valid Iowa Commercial Applicator Pesticide Certification**. Must be at least 18 years of age.

Tip: Make sure to review your summary carefully to ensure everything is complete. You can jump back to the respective sections if you need to update.

6073685:Career Search x CITY OF WEST DES MOINES - My x +

secure4.saashr.com/ta/6073685.careers?md=MZE&Ext=careers&sft=EXDIUXQEGP#applicant/profile

MY JOBS PORTAL

My Applicant Profile Find Jobs My Applications

Job Listing: Seasonal Horticulturist II/West Des Moines/Seasonal View Full Details

Incomplete 78% SAVE & CONTINUE

Last Updated on: Oct 6, 2020 12:19 PM

- Contact Information
- Resume & Qualifications
- Work Experience
- Education
- EEO Information
- Professional References
- My Summary**

Job Related Questions

Apply For Job

My Summary

Please review your application information below to ensure all required information has been completed. Each position can be different, so it's important for you to review this information carefully.

On the Apply For Job page you will be allowed to upload supplemental documents and apply.

Please Note: You can Save and come back to your profile at any time prior to the job closing. **However, once you have applied you will NOT be able to make changes to this application.**

Scroll to the bottom of this page and Sign your application before proceeding.

By signing below, I agree to the following: [Statement of Understanding and Authorization to Release Information](#)

Thank you for your interest in employment with our City!

Contact Information

Personal Information

Name	Just Testing	Personal Email	justtesting@nope.com
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Address

Country	United States	Street	4200 Mills Civic Pkwy	Zip Code	50265
City	West Des Moines	State	Iowa		

Additional Information

Have you worked for the City of West Des Moines before?	No	Do you have any relatives employed with the City of West Des Moines?	No	Driver's License Number	123AA4567
State Driver's License Issued					



Tip: If there are Job Related Questions, be sure to complete each question. If you do not complete all questions and leave this page, you will have to complete them all again. Not all job postings will have Job Related Questions.

6073685:Career Search CITY OF WEST DES MOINES - My

secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&sf=EXDIUXQEGP#applicant/profile

MY JOBS PORTAL

My Applicant Profile Find Jobs My Applications

Job Listing: Seasonal Horticulturist II/West Des Moines/Seasonal [View Full Details](#)

Incomplete 78%

Last Updated on: Oct 6, 2020 12:19 PM

- Contact Information
- Resume & Qualifications
- Work Experience
- Education
- EEO Information
- Professional References
- My Summary
- Job Related Questions**
- Apply For Job

SAVE SAVE & CONTINUE

Job Related Questions

Please complete the following questions. Your answers will be added to your application and be used to find the best employment match.

Page 1 of 1 0%

Answer the required questions and click Save & Continue when complete.

1. Are you at least 18 years old? *

Yes

2. Do you have a valid drivers license? *

Yes

3. Do you currently hold a Commercial Applicator Pesticide Certification? *

Yes

SAVE SAVE & CONTINUE



***NOTE* BEFORE clicking the Finish & Apply button, this will be your last chance to attach any required documents to your profile. Once you have clicked Finish & Apply, you will NOT be permitted to attach any other documents for this job.**

Read the Steps to Apply carefully to make sure you have completed all steps of the process, including all required attachments before Applying.

6073685:Career Search x CITY OF WEST DES MOINES - Mj x +

secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&sft=EXDIUXQEGP#applicant/profile

MY JOBS PORTAL

My Applicant Profile Find Jobs My Applications

Job Listing: Seasonal Horticulturist II/West Des Moines/Seasonal [View Full Details](#)

Incomplete 89% **FINISH & APPLY**

Last Updated on: Oct 6, 2020 12:20 PM

- Contact Information
- Resume & Qualifications
- Work Experience
- Education
- EEO Information
- Professional References
- My Summary
- Job Related Questions
- Apply For Job**

Apply For Job

Add your cover letter. Don't have a cover letter? No problem, you can add some comments for the hiring manager.

Once you have selected Finish and Apply below you will NOT be able to make changes to this application or add additional documents.

Please Note: Documents are specific to this job posting and will not carry over to other job postings. You will need to re-attach documents (such as cover letter, certifications, etc.) for each job you choose to apply.

Upload additional documents in this section

Use this screen to attach any supplemental information such as: Cover Letter, Letters of Recommendation, and any other supplemental documentation required for the recruitment.

Please paste your text format cover letter or any additional comments in the space below.

[Upload Documents](#)

Application Resume

[Chris_Test_-_PreferredResume.doc](#) (39 KB)
Created: 10/06/2020 by Just Testing

[Upload Application Resume](#)

*** NOTE ***

You may upload multiple documents, but will need to do so one at a time.

The screenshot shows a web browser window with two tabs: "6073685:Career Search" and "CITY OF WEST DES MOINES - My". The address bar shows the URL "secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&sft=EXDIUXQEGP#applicant/profile". The page header includes a hamburger menu, a logo, and the text "MY JOBS PORTAL". On the right, there is a user profile icon with the initials "JT" and the name "Just".

The main content area is titled "Job Listing: Seasonal Horticulturist II/West Des Moines/Seasonal View Full Details". Below this, there is a progress bar labeled "Incomplete" at 89%, with a "FINISH & APPLY" button to the right. A message states: "Once you have selected Finish and Apply below you will NOT be able to make changes to this application or add additional documents." A "Please Note" section indicates that documents are specific to the job position and should include a cover letter, certifications, etc. for each job.

The "Apply For Job" section is active, showing an "Upload additional documents in this section" area. A modal window titled "Supporting Documents" is open, featuring an "Upload Document" button, a "Choose" button, and the text "No file chosen". A "CLOSE" button is located at the bottom right of the modal. Below the upload area, there is a list of uploaded documents, including "Chris_Test_-_PreferredResume.doc (39 KB)" created on 10/06/2020 by Just Testing. An "Upload Application Resume" button is also visible.

***NOTE* BEFORE clicking the Finish & Apply button, this will be your last chance to attach any required documents to your profile. Once you have clicked Finish & Apply, you will NOT be permitted to attach any other documents for this job.**

Read the Steps to Apply carefully to make sure you have completed all steps of the process, including all required attachments before Applying.

When you are ready to Apply, click the Finish & Apply button. You will receive a Hooray! message that you have applied.

6073685:Career Search x CITY OF WEST DES MOINES - My x +

secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&sf=EXDIUXQEGP#applicant/profile

MY JOBS PORTAL

My Applicant Profile Find Jobs My Applications

Job Listing: Seasonal Horticulturist II/West Des Moines/Seasonal View Full Details

Complete 100%

Last Updated on: Oct 6, 2020 12:21 PM

Contact Information

Resume & Qualifications

Work Experience

Education

EEO Information

Professional References

My Summary

Job Related Questions

Apply For Job

Apply For Job

Your job application was successfully submitted. Use Find Jobs to search for more opportunities.

Once you have selected Finish and Apply below you will NOT be able to make changes to this application or add additional documents.

Please Note: Documents are specific to this job posting and will not carry over to other job postings. You will need to re-attach documents (such as cover letter, certifications, etc.) for each job you choose to apply.

Hooray!
Nice! Your application has been submitted for consideration.

OK

Upload additional documents in this section

Use this screen to attach any supplemental information such as cover letter, certifications, etc. (39 KB)

Please paste your text format cover letter or any additional information required for the recruitment.

Upload Documents

Application Resume

Chris_Test_-_PreferredResume.doc (39 KB)
Created: 10/06/2020 by Just Testing

Upload Application Resume

Tip: On the My Applications tab you will see a list of jobs you applied for. If you do NOT see a date/timestamp under Job Details, you have not applied and need to do so before the posted deadline. If you do not apply before the posted deadline, you will not be considered for this position.

The screenshot shows a web browser window with the URL `secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&sf=EXDIUXQEGP#applicant/applications`. The page title is "MY JOBS PORTAL" and the user is logged in as "JT Hill Just". The navigation menu includes "My Applicant Profile", "Find Jobs", and "My Applications". A "SEARCH MORE JOBS" button is visible in the top right.

My Applications

Seasonal Horticulturist II
APPLIED ON: Oct 6, 2020 12:21 PM
LOCATION: West Des Moines
JOB CATEGORY: Active
EMPLOYEE TYPE: Seasonal
APPLICATION STATUS:
JOB APPLICATION HIRING STAGE:

Tip

Job Details
Applied on Oct 6, 2020 12:21 PM

[Chris_Test_-_PreferredResume.doc](#)

Seasonal Horticulturist II, West Des Moines

General Information

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Location:	4200 MILLS CIVIC PARKWAY PO BOX 65320 West Des Moines, IA, 50265-2000 United States
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Employee Type:	Seasonal
Job Category:	Active
Required Degree:	High School
Manage Others:	No

Contact Information

Phone:	515-222-3616
Email:	humanresources@wdm.iowa.gov

Description

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Summary