



Job Title: City Secretary

Job Description:

The role of City Secretary is mandated by the Texas Local Government Code and appointed by the City Council. Under general administrative direction of the City Manager, the City Secretary plans, directs, manages, and oversees the activities and operation of the City Secretary's Office.

Responsibilities include:

- Preparation and dissemination of meeting agendas and packets for City Council and Citizen Commission meetings.
- Attendance at all City Council and Citizen Commission meetings, record accurate minutes and post meeting notices.
- Oversight of Citizen Commission appointment processes and publication of notices.
- Coordination and administration of municipal elections.
- Provision of administrative support to the Mayor, City Council, Citizen Commissions, and City Manager.
- Oversight of planning, zoning, and development activities, including submission of construction plans for engineering review and issuance of building permits.
- Management of local permitting processes with the Texas Alcoholic Beverage Commission (TABC).
- Participates in the development and administration of the city secretary's office budget.

Additionally, the City Secretary serves as the Records Management and Public Information officer, maintaining and updating the City's Code of Ordinances and drafting ordinances, resolutions, and proclamations.

This role demands frequent interaction with the public, requiring tact, confidentiality, and diplomacy. The City Secretary also provides backup support for utility payments and carries out other assigned duties as needed.

Requirements:

Associate degree in public/business administration or related field preferred but equivalent combination of education and experience may be substituted. Must have a high level of customer service/communication (internal and external) skills, proficient file organization and management, computer skills including Microsoft Office, Excel spreadsheets, basic mathematical computation. Demonstrates proficiency in preparing reports and letters. Establishing effective working relationships with City staff, officials, and the public is essential.

The ideal candidate will demonstrate teamwork orientation, self-motivation, a commitment to accuracy and attention to detail, and the ability to work independently. Bi-lingual is preferred.

Certification:

Texas Notary Public Commission or the ability to obtain within 60 days of hire. Texas Municipal Clerk Certification is preferred, or ability to obtain within 2 years of employment.

Compensation:

Salary is dependent on background and qualifications. The City of Madisonville offers a generous benefits program including retirement, health and life insurance, paid vacation and sick leave.

Applications are available at City Hall or on the website at www.madisonvilletexas.us

For more information, please contact Fabrice Kabona, City Manager, at fabrice.kabona@ci.madisonville.tx.us or 936-348-2748.