



JOB OPPORTUNITY ANNOUNCEMENT

POSITION TITLE: City Secretary

DEPARTMENT: City Secretary's Office

APPLICATION DEADLINE: Open until filled

The City of Colleyville is seeking a fiercely detail oriented high performer with excellent writing and presentation skills for the position of City Secretary. This position will serve as a manager with supervisory responsibilities in the City Secretary's Office. This position is ideal for a candidate who enjoys multi-tasking and wants to grow and be challenged in a fast-paced department, serving a dynamic, affluent, and unique community. The successful candidate will enjoy both independent work and cross-departmental coordination, with a strong focus on teamwork.

SUMMARY OF POSITION: The City Secretary coordinates and conducts activities and services such as accurate posting, recording and documentation of official city actions, agenda development, elections administration, preparation of minutes for municipal meetings; provides assistance to City Manager, City Council and other senior management staff on assigned programs and activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Prepares and posts all legal, agenda and meeting notices, provides staff support to the City Council and Council-appointed boards; prepares documentation for and recordings of official City Council minutes, ordinances, resolutions and other related business; maintains official city records and oversees records management and retention program; provides review and responds to public information requests; administers elections processes and ensures deadline requirements are met; provides administrative support to the Mayor, City Council and staff.

MINIMUM REQUIREMENTS: Bachelor's Degree and five (5) years' experience related to area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must have a valid Texas driver's license and safe driving record. Registered Municipal Clerk Certification required, i.e. Texas Municipal Clerks Association (TMCA). Notary public certification or ability to obtain within 90 days of hire.

The selected candidate must successfully complete a pre-employment drug screen, criminal background check, driving record check, and credit check as a condition of employment. **Financial disclosure and conflict of interest forms are required for employees in this position per the City of Colleyville Charter Section 14.02.**

HIRING SALARY RANGE: \$5,976 - \$7,137 per month, depending on qualifications

APPLY ONLINE: <https://www.governmentjobs.com/careers/colleyville>

CONTACT PERSON:

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EQUAL OPPORTUNITY EMPLOYER