



*“A rural oasis in the heart
of the metro-plex”*

Career Opportunity: City Secretary

The City of Dalworthington Gardens is currently accepting applications for the position of City Secretary. Dalworthington Gardens is a general law municipality with a population of approximately 2,400. Situated in the heart of the Dallas-Fort Worth area of North Texas and is bounded by the City of Arlington on three sides.

The City Secretary is appointed by the City Council. The Council consists of the Mayor and five Council members who are elected at large. As a member of the administrative team, the City Secretary is an excellent opportunity for active involvement in various aspects of City Administration.

Minimum Qualifications:

Three to five years of progressively responsible municipal, or administrative-related experience, Associates Degree or equivalent experience, Bachelor's Degree or equivalent experience preferred.

Must have a valid Texas driver's license. Registered Municipal Clerk Certification, Texas Municipal Clerks Association (TMCA) or currently enrolled with the ability to obtain within 18 months from date of hire. Notary public certification or ability to obtain within 90 days of hire.

Position Summary:

Serves as an administrative secretary to the Mayor, City Administrator and other city officials. The City Secretary acts as records management officer; administers creation, maintenance, and retrieval of official records and documents; attends all meetings of City Council, Planning & Zoning Commission, Board of Adjustment, and other meetings, as assigned by City Administrator; develops minutes, agendas and in coordination with City Administrator agenda packets for those meetings; ensures meetings comply with mandated requirements, including Texas Open Meetings and Public Information Act; administers all facets of municipal elections; coordinates board/commission appointments and membership; responsible for creation/maintenance of information on City website and social media sites; coordinates and maintains City Calendar, coordinates and oversees Human Resource activities, as well as assists other administrative departments as needed.

Compensation & Benefits:

The starting salary for the City Secretary position is anticipated to be \$52,000/year. The City offers a comprehensive benefits package including medical, dental and vision, the City pays employee medical benefits, paid vacation, sick, and holiday leave. The City of Dalworthington Gardens participates in the Texas Municipal Retirement System (TMRS) with a contribution rate of 7% with a 2:1 matching ratio. Employees are vested in the retirement system after five years of TMRS service.

Application Process:

Qualified individuals should submit a cover letter, resume, and a completed application by mail, e-mail, or in person to:

Wade Calhoun, City Administrator
City of Dalworthington Gardens
2600 Roosevelt Drive
Dalworthington Gardens, TX 76016
817-275-1234
wcalhoun@cityofdmg.net

*Please see attached for complete job description



CITY OF DALWORTHINGTON GARDENS

Job Title	City Secretary	Supervised by	City Administrator
Classification	Exempt	Department	Administration
Reports to	Mayor & Council	Salary Range	\$50,000-\$60,000 Annually

Job Summary

The City Secretary shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the City Council with advice from the Mayor and City Administrator.

The City Secretary shall: (1) attend all meetings of the City Council and keep accurate records of all actions taken by the Council; (2) maintain the official records and files of the City; (3) keep and affix the seal of the corporation to documents as required by law or custom; (4) attest contracts, assessment certificates and other legal instruments when executed by the authorized officers of the City; (5) serve as the election official for all City elections; and (6) perform such other duties as may be required of him or her by this Ordinance, the City Council, or State law.

Job Description

Serves as an administrative secretary to the Mayor, City Administrator and other city officials. The City Secretary acts as records management officer; administers creation, maintenance, and retrieval of official records and documents; attends all meetings of City Council, Planning & Zoning Commission, Board of Adjustment, and other meetings, as assigned by City Administrator; develops minutes, agendas and in coordination with City Administrator agenda packets for those meetings; ensures meetings comply with mandated requirements, including Texas Open Meetings and Public Information Act; administers all facets of municipal elections; coordinates board/commission appointments and membership; responsible for creation/maintenance of information on City website and social media sites; coordinates and maintains City Calendar, coordinates and oversees Human Resource activities, as well as assists other administrative departments as needed. The anticipated pay for this position is \$52,000/year.

Essential Job Duties and Responsibilities

- Ensures the efficient preparation, processing, maintenance, and validation of the accuracy of official records and documents required by Federal, State and Local regulatory agencies, including codification of Code of Ordinances by: serving as custodian of official City Records, including resolutions, ordinances, deeds, easements, contracts, agreements, code of ordinances; ensuring the maintenance, filing and safekeeping of all official municipal documents; receiving, reviewing, and certifying the accuracy of petitions and official City documents.
- Prepares for, attends, and ensures accurate documentation to record the proceedings of the City Council, Planning and Zoning Commission, and Zoning Board of Adjustments. Assists City Administrator in the preparation of agenda, agenda packet, and supporting documents for meetings.
- Publishes all required legal notices in appropriate newspaper within the appropriate time requirements dictated by state law.
- Attests to all official documents of the City.



CITY OF DALWORTHINGTON GARDENS

- Serves as the Official Records Management Officer for all city documents; including management of all bonds for Council, Commissioners and insures the City is compliant with state law.
- Receives on behalf of the City petitions, initiatives, referendums, recall proceedings and applications for office and verifies all applications and petitions.
- Coordinates and administers elections and related matters for the City and other agencies as directed.
- Responsible for creation/maintenance of information on City website.
- Responsible for coordinating, administering, and regulating content of City of Dalworthington Gardens Social Media sites.
- Responsible for Human Resource functions of the City.
- Assists other departments with administrative tasks, and customer service as needed.

Minimum Job Requirements (Knowledge, Skills, Abilities)

Knowledge of:

- The Texas Election Code, Texas Local Government Code and Texas Open Meetings Act.
- Grammatical and technical writing rules and standards.
- City Ordinances and local government administration.
- Municipal election laws and duties
- Government financial operations
- Computer systems including Microsoft Windows, mobile devices including Apple, and Android platforms.
- Knowledge of document retention and records management; knowledge of secretarial and administrative practices.

Skills:

- Customer Service.
- Excellent oral and written communications skills including accurately recoding information in precise, written form, along with organizational, managerial, analytical and interpersonal skills.
- Must have the ability to effectively organize and maintain city documents and records.
- Technical writing, copy editing.
- Understanding of basic accounting, and analysis of data.
- Highly skilled computer operations using all Microsoft Office applications.
- Excellent organizational, document management and record keeping skills for both physical and digital files.

Abilities:

- Ability to work well with others, and coordinate administrative activities among various departments.
- Work both independently, and as part of a team on a wide range of City activities.
- Deal in a fair and courteous manner with a variety of individuals.



CITY OF DALWORTHINGTON GARDENS

- Should possess effective research skills necessary to provide information for the City Administrator, Mayor and City Council and identify what information is required, by others, for effective action.
- Initiative to identify process improvements, workflow efficiencies, and identifying areas for overall organizational enhancements.

Education and/or Experience

Three to five years of progressively responsible municipal, or administrative-related experience, Associates Degree or equivalent experience, Bachelor's Degree or equivalent experience preferred.

Must have a valid Texas driver's license. Registered Municipal Clerk Certification, Texas Municipal Clerks Association (TMCA) or currently enrolled with the ability to obtain within 18 months from date of hire. Notary public certification or ability to obtain within 90 days of hire.

Work Environment

The employee works within a normal office environment, with occasional work to take place in storage/records retention areas of the City. The employee may perform repetitive activities, work with time sensitive projects, and normal office distractions (telephone calls, interruptions, disturbances, etc.).

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, kneel, stoop or crouch. The employee must regularly lift and/or move up to 10 pounds.



City of Dalworthington Gardens

2600 Roosevelt Dr.
Dalworthington Gardens, TX 76016
817-274-7368
www.cityofdwwg.net

Application for Employment

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever worked for this City? YES NO If yes, when? _____
Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____