

The City of Italy is currently accepting applications for the position of City Secretary.

Job Description:

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, Economic Development and any other meetings assigned by the Mayor. The City Secretary will develop minutes and agendas for all of those meetings and ensures meetings comply with mandated requirements. The position also requires coordination of board/commission appointments and membership: responsible for creation/maintenance of information on City website; coordinates and oversees activities of Municipal Court. The City Secretary also provides documents and information to the public and staff as requested; prepares updates to the Code of Ordinances; serves as Office Manager, coordination the efforts of personnel, serving as a link between administration and employees.

Requirements:

The Applicant must possess strong verbal and written communication skills, along with organizational, managerial, analytical, and interpersonal skills. The Applicant must possess skills necessary to use various computer programs, scanners, copy machines, and other equipment used in delivering and preserving documents or researching. Applicant must have knowledge of city ordinance documents, statutes, policies or procedures relevant to citizen inquiries. Additional knowledge about city ordinances and state laws which concern open meetings and open records, local codes, and elections is necessary. Must have the ability to effectively organize and maintain city documents and records. The Applicant should be able to multi-task under time pressure and possess effective research skills.

2 years experience as a City Secretary or Assistant City Secretary in municipal government is preferred.

Associates degree in public or business administration or related field is required.

Certification as a Notary Public is preferred; ability to obtain and maintain Notary Public certification is required within a specified time frame.

Certification as a Texas Registered Municipal Clerk is required; or ability to obtain Municipal Clerk certification within 2 years of hire date.

Application deadline is September 22, 2017.

Please send resumes to:

acunningham@italycityhall.org

or by mail to:

PO Box 840
Italy, TX 76651