

City Secretary Position at the City of Wimberley

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, and other meetings, as assigned by City Administrator; develops minutes and agendas 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; 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, coordinating the efforts of personnel, serving as a link between administration and employees.

Job 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.

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 have the ability to multi-task under time pressures and statutory time guidelines.

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.

Three to five years experience as a City Secretary or Assistant City Secretary in municipal government is required.

Salary is commensurate with education and experience.

Associate's degree in public or business administration, or a related field is required; Bachelor's degree preferred.

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 3 years of hire date

A City of Wimberley job application is required. Interested applicants may obtain an application at the City of Wimberley website at www.cityofwimberley.com

Contact Person: Please submit resume and Application to: Monica Alcala at malcala@cityofwimberley.com