ADDISON • TEXAS
SEEKS A
CITY SECRETARY

(Starting salary range is negotiable and highly competitive based on experience and qualifications with excellent benefits)

Addison, Texas, is located in Dallas County, approximately 13 miles north of downtown Dallas, and is surrounded by Dallas, Farmers Branch and Carrollton. It has an estimated residential population of 15,800 that increases to more than 100,000 during the daytime, due to its central location and thriving commercial, shopping and entertainment presence. Encompassing only 4.4 square miles, Addison offers a unique mixture of office buildings, upscale shopping, residential communities, beautiful parks, hotels and restaurants. Addison is also home to one of the busiest general aviation airports in the nation, which encompasses about one quarter of the total land mass and provides a substantial economic boost to the region.

Known for producing nationally acclaimed events, creating unique amenities and innovative developments, Addison has built a reputation of combining big city commerce with a small town “feel.” Not only is it home to internationally recognized festivals and special events, but Addison has more restaurants (over 175) per capita than any city in the nation.

Addison is a full-service municipality governed by a Council-Manager form of government. The Town Council is comprised of a Mayor and six Council members who are elected at-large to serve two-year terms in alternating years. Accordingly, the Council is responsible for enacting local legislation, adopting budgets, determining policies, and appointing the City Manager, City Attorney, City Prosecutor, City Judge, and City Secretary. Under the general administrative direction of the City Manager, the City Secretary performs duties as set forth by the City Charter and serves as Records Manager for the Town of Addison. The City Secretary will record the official minutes of the City Council meetings and prepare agendas and supporting materials. The City Secretary coordinates the City’s elections by ensuring that they are conducted in accordance with the Texas Election Code. The City Secretary works with other departments and the City Attorney to ensure that requests for public information are handled in accordance with the Texas Open Records Act and fulfilled in a timely manner.

The selected candidate will have a minimum of an Associate’s degree in Public Administration, Business, or a related field and five years of experience and/or training as a City Secretary or Assistant/Deputy City Secretary in a comparable or larger municipality. An equivalent combination of education, training, and experience may be considered. Texas Municipal Clerks Certification is preferred, or enrollment in the course will be required within six months of employment. Texas Notary Public Commission or the ability to obtain the credential within 60 days of hire is essential.

Qualified candidates should submit their resume online at https://springsted-waters.recruitmenthome.com/postings/1666. The application deadline is December 18, 2017. Applications will be screened against criteria provided in the recruitment brochure. For more information, contact Chuck Rohre at crohre@springsted.com or by calling (214) 466-2436.

The Town of Addison is an Equal Opportunity Employer and values diversity at all levels of its workforce!