CITY OF ANGLETON, TEXAS
Job Announcement for
CITY SECRETARY

The City of Angleton is accepting applications for the position of City Secretary. The position is also designated the City Records Management Officer. The job requires a broad knowledge of state law governing open meetings and public information, municipal laws, policies and procedures related to municipal elections, records management and city codes and ordinances. Duties & Responsibilities include but are not limited to:

- Responsible for City activities being in compliance with Federal and State laws, City policies, ordinances, and practices.
- Ensure 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 the City's 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; and administering oaths of office.
- Prepares for, attends and secures accurate documentation to record the proceedings of City Council meetings by preparing and posting City Council meeting agendas; coordinating agenda items with City staff; attending all City Council meetings; preparing and maintaining City Council minutes, ordinances, and resolutions; and signing/sealing documents as approved.
- Directs and coordinates municipal elections by ensuring the election processes are in compliance with applicable laws and City ordinances; preparing candidates kits; accepting filings of candidates; providing accurate notices of elections; preparing ballots; ordering supplies, etc.
- Maintain current roster for Boards and Commissions and notifying Mayor of term expirations, and coordinating appointments.
- Respond to public information requests in accordance with the Texas Public Information Act and provide timely and accurate information to internal and external customers.
- Perform other duties as assigned.

Minimum Qualifications: A Bachelor’s Degree or the equivalent of education and experience. Five years of increasingly responsible municipal, administrative-related experience, of which two of those years were in an office of City Secretary/Clerk. Texas Registered Municipal Clerk Certification preferred, or the ability to obtain within thirty-six months. Possess excellent level computer skills in the use of word processing, spreadsheets, graphic applications, and data entry. Ability to prepare clear, concise and accurate reports, correspondence and other written materials. Ability to communicate effectively, both verbally and in writing. Ability to handle confidential information in a responsible manner. Possess strong interpersonal and organizational skills.

Applicant should submit a cover letter, resume, application, and five references to: Scott Albert, City Manager salbert@angleton.tx.us

Any applicant tentatively selected for this position will be required to pass a criminal background check. The City of Angleton is an Equal Opportunity Employer.