CITY OF DALLAS, TEXAS
SEEKS A CITY SECRETARY

Starting salary range DOE with highly competitive benefits

The City of Dallas, Texas (pop. 1.3 million) is the third-largest city in Texas and the ninth-largest in the United States. Almost twenty percent of the population of Texas lives in the Dallas Fort-Worth Metroplex, which at 6.5 million population is the largest metropolitan area in the South. Dallas’ vibrant economy is primarily based on banking, commerce, telecommunications, computer technology, energy, healthcare, medical research, transportation and logistics. The area is home to the third largest concentration of Fortune 500 companies in the nation.

The City of Dallas is a full-service city comprising two dozen departments, including General Fund departments such as Police, Fire-Rescue, and Public Works, as well as Enterprise Fund departments such as Dallas Water Utilities and Aviation. Dallas has a total FY 2017/2018 budget of $3.1 billion, with current staff of over 12,000 full-time employees.

Under the general administrative direction of the City Council, the City Secretary performs duties as set forth by the City Charter and serves as Records Manager for the City of Dallas. The City Secretary’s Office will record the official minutes of the City Council meetings and prepare agendas and supporting materials. The City Secretary’s Office coordinates with liaisons within the City organization to ensure that agendas, minutes and records retention requirement are met. The City Secretary’s Office 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 Bachelor’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 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.

The new City Secretary will be an experienced executive with extensive and progressive experience in an environment similar to that of the City of Dallas, having a high level of community interaction and high service demands. The City will consider applicants with an equivalent combination of education and work experience that provides the capacity to meet the essential functions of the position.

For more information please contact Chuck Rohre (crohre@springsted.com) by calling 214.466.2436 or by visiting our website at https://springsted-waters.recruitmenthome.com/postings/1703. Candidates must submit their resume and cover letter on this website for full consideration; mailed or emailed application materials will not be accepted. This position is open until filled; however, it is requested that candidates submit their applications by January 10, 2018. Resumes will be screened against criteria outlined in the
recruitment brochure and the City will consider offering preliminary interviews to selected candidates. Final interviews in Dallas will be offered by the City of Dallas to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates’ permission.

The City of Dallas is an Affirmative Action/Equal Opportunity Employer and is committed to diversity at all levels of its workforce.