Denton, Texas, has a population of 136,268 and is a vibrant and growing community located in the Dallas-Fort Worth metroplex, one of the fastest growing regions in the nation. The City is governed by the council-manager form of government. The mayor and six council members are the legislative body of the City and the community’s decision makers. The Council appoints a professional manager to oversee the delivery of public services. The City is seeking applications for the position of City Secretary. The selected candidate will join an established team of professionals who are recognized as leaders in their fields. The City Secretary’s Office supports the City Council and City Manager by maintaining and enhancing the records management process, ensuring efficient access to municipal records, conducting elections from start to finish, and providing daily assistance to internal and external stakeholders. The ideal candidate will be an approachable municipal professional with an outgoing personality and enthusiasm for municipal government.

Requirements for the position are:

- Broad knowledge and experience in public records management, municipal elections, and relevant open meeting and public information laws, processes, and procedures
- Bachelor’s degree from an accredited college or university with major coursework in public administration, business administration, political science, law, or a closely related field
- A minimum of six years of experience in an administrative office position (with one-year of experience being in municipal public relations), which included frequent public contact, making discretionary decisions, handling highly confidential matters, and completing complex secretarial duties

Preferences:

- Master’s degree from an accredited college or university with major coursework in Public Administration or Business Administration, or a Doctorate of Jurisprudence/Juris Doctorate with local government experience
- Certification in the Texas Municipal Clerks Certification program
- Significant familiarity with Granicus/Legistar agenda management system
- Bilingual in Spanish and English

Any combination of related education, experience, certifications, or licenses that will result in a candidate successfully performing the essential functions of the job will also be considered. The expected hiring range for the position is in the low $100K, depending on the experience and qualifications of the successful candidate.


For more information on this position contact:

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