SEEKING CITY SECRETARY

The City of Gladewater is seeking a City Secretary with strong financial and human resource background. Salary to be commensurate with experience and qualifications.

The City Secretary is appointed by the City Council and performs duties as manager and custodian of official records for City, attends and records proceedings of official meetings of City Council and various other boards, conducts City elections, including early voting; performs other related work as provided by City Charter or required by City Council in coordination with the City Manager. Provides administrative direction to all municipal financial activities, and supervises the staff of the Finance Department, Court and Water Billing Department. Serves as Human Resource Director, make recommendations regarding policy revisions and job descriptions as needed, provides counseling and assistance to department heads in personnel management. Administer employee benefits programs. Serve as Investment Officer. Serve as Public Information Officer. Attend continuing education training and other course work related to these job functions.

Minimum Requirements: High School diploma or equivalent, licenses, college courses or related course work in public administration, business management and accounting. Three years of progressive public administration management experience. Texas Registered Municipal Clerk Certification or ability to obtain within four years of hire.

Obtain application form at www.cityofgladewater.com or send resume to City Manager Ricky Tow at rtow@cityofgladewater.com.