The City of Humble Administration Department is currently accepting applications for the position of City Secretary.

Position Summary: The City Secretary is a statutory position required by State law and the City Charter, serves as an officer of the City, and is appointed by the City Manager with approval of the Mayor and City Council. In addition to the statutory duties of the position, the City Secretary is responsible for the executive leadership, direction and management for the City Secretary Department and for providing leadership and direction in the areas of administrative support of the Mayor and Council to include recording of Council actions, maintenance of city records, administration of City elections, administrative support and record retention. This position is designated the City Records Management Officer and Public Information Officer.

Duties and Responsibilities:

- Responsible for and direct staff in administrative support of Mayor and City Council to include planning, organizing, and directing departmental operations such as the hiring, training, evaluation, promotion, and discipline of City Secretary’s office personnel; prepare, administer and manage department’s operating budget.
- Administer and direct the preparation and posting of City Council agendas and notices, to include the assembly and distribution of meeting agenda packets and posting all notices of City Council meetings, City boards and committees meetings, in accordance with the Texas Open Meetings Act; attend all City Council meetings, and process all actions taken by the City Council.
- Publishes all required legal notices in the official newspaper of the city within the appropriate time requirements dictated by state law;
- Administer and oversee the maintenance of official City records by serving as the official custodian of records, ensuring the preservation of original documentation to include but not limited to all ordinances, resolutions, minutes, and other legal documents.
- Serve as the official records management officer, direct and coordinate the City’s records management program to include records retention, retrieval and destruction, maintaining records retention policies and procedures, as well as conducting records management training to City staff to ensure that all records are maintained in compliance with rules, regulations and laws governing procedures for recording and maintaining official City records.
- Serve as Public Information Officer; direct and respond to open records requests in accordance with the Texas Public Information Act and provide timely and accurate information to internal and external customers.
- Serve as the custodian of the City seal and affixes such to all official papers. Attest to all official documents of the City and issue certified copies of City records.
- Receives on behalf of the city petitions, initiatives, referendums, recall proceedings and applications for office, and verifies all applications and petitions;
- Direct and conduct activities of municipal elections as prescribed by City Charter and in accordance with the Texas Election Code; monitor election procedures; ensure compliance with Texas Local Government Laws and Texas Election Code and other election rules and regulations; and ensure election records are open to the public.
- Assist in preparation and management of various budgets;
- Assist other departments with customer service as needed;
- Serve on Executive Management Team and performs other duties and assignments as required.
Knowledge, Skills, and Abilities:
• Considerable knowledge of Federal, State and Local laws, rules, regulations, ordinances and codes governing municipal government record keeping, public meetings, City elections and municipal administrative management practices and procedures;
• Possess intermediate 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 material;
• Ability to communicate effectively, both verbally and in writing;
• Ability to handle confidential information in a responsible manner;
• Possess strong interpersonal and organizational skills.

Minimum Requirements:
• Bachelor's degree in Public Administration, Business Administration, Records Management or related field, or High school diploma or GED equivalent and five (5) or more years of progressive municipal administration experience with a minimum of two (2) years of relevant supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above;
• Possess Texas Municipal Clerk certification or ability to obtain within two (2) years of appointment;

Essential Position:
The types and levels of emergency services provided by the Fire/Police department, together with a consideration of the structures and occupancies comprising the community, and the configuration of the fire department dictates the essential job tasks of fire department members/employees. This is a position that is essential to the provision of emergency services during and/or following a disaster. Employees in this position may be required to remain on duty during a man-made or natural disaster despite a general evacuation order for the area. Such employees are also expected to remain available for their normal shifts and for recall to emergency duty unless specifically released by Fire/Police Department Management to evacuate. Employees in this position are specifically advised to plan accordingly for these circumstances and that any failure to adhere to these requirements may result in disciplinary action up to and including termination.

Physical Demands/Working Conditions:
• Work is performed in an office setting;
• May be subject to repetitive motion such as typing, data entry and vision to monitor;
• May be subject to constant sitting, occasional bending, reaching, kneeling and lifting such as retrieving or replacing public documents and records, setting up for city council meetings, or transporting informational packets and meeting agendas and reports;
• Must be able to lift up to 20 pounds

Resumes are not accepted in lieu of an application. Applications may be downloaded at www.cityofhumble.com, under Links select Employment. Once the application is completed it should emailed to careers@cityofhumble.net. Please be sure to include the Job Number in the Subject line on all emails.

The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews. Only applicants selected for interviews will be contacted.