City of Lindsay
Invites application for the position of
CITY SECRETARY

An Equal Opportunity Employer

SALARY: Depends on Qualifications (Benefits Provided)

OPENING DATE: May 15, 2018

CLOSING DATE: June 8, 2018

BACKGROUND INFORMATION:

Working for the city of Lindsay is an opportunity to make a meaningful difference in the lives of others. Lindsay is a small German Community with a caring personality. It is clean and neat and looking toward the future.

City Employees work hard and maintain longevity because we support one another. Employees treat each other with Respect and Integrity.

SUMMARY OF POSITION:

The City Secretary is responsible for preparation of documents, agendas, council packets and other materials for council meetings. The City Secretary provides varied, complex and confidential support to the Mayor and City Council, performs technical support and work related to the responsibilities of the City Secretary’s office; supervises, including mentoring, coaching and monitoring staff. The work requires public contact, the frequent use of tact, discretion and independent judgement. The City Secretary needs to be self-motivated, gain knowledge of the community, its citizens, and its policies and ordinances. The City Secretary also serves as City Financial Officer and is responsible for payroll, invoicing and budget.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Receive official documents, prepare notices, agendas, ensure distribution of City Council resolutions, ordinances, minutes, including electronically, acted on by the City Council; attend Council and committee meetings and prepare the minutes for each.
- Oversees the management of city hall, ensuring that the office administration functions are effectively carried out; including office personnel
- Performs special projects, to include researching, compiling, and analyzing information preparing reports, identifying alternatives and making recommendations.
- Prepares weekly checks, and invoices and payroll for approval.
- Operates standard office equipment, including job-related computer hardware and software, facsimile equipment, multi-line telephone and printers and copiers.
- Perform other duties as assigned or directed.
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DESIRED KNOWLEDGE, SKILLS, ABILITIES AND BEHAVIORS:

- Knowledge of Federal, State and City laws, rules, regulations, ordinances and codes governing municipal public record keeping, public meetings, freedom of information act, municipal elections, and municipal management practices and procedures.
- Knowledge of city policies and procedures.
- Skill to be accurate with great attention to detail.
- Skill to resolve customer complaints and concerns.
- Skill to operate computer applications including Microsoft Office (Word, Excel, Access, PowerPoint), Windows 10 and QuickBooks.
- Records management and open records principles and practices.
- Providing confidential secretarial and administrative work requiring independent judgement, tact and discretion.
- Pass drug screen and background check.
- Communicate effectively both orally and in writing.
- Must possess mobility to work in a standard office setting and to use standard office equipment.
- Will be required to work evenings to attend required city meetings.

APPLICATIONS MAY BE FILED ONLINE AT:

cityoflindsay@ntin.net

OUR OFFICE IS LOCATED AT:

608 Ash Street
Lindsay, Texas 76250
(940) 665-4455

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