The City of Melissa is looking for its next City Secretary to serve an integral function of our team. The current City Secretary is retiring after sixteen great years with the City and leaves a high standard for this critical position. We are looking for people driven by a desire to contribute, committed to public service, and possess a willingness to be challenged. The City is looking for a City Secretary with a wealth of knowledge and experience, professional demeanor, and a spirit of innovation with a strong respect for tradition.

As the official record keeper for the City of Melissa, the City Secretary performs those duties prescribed by the laws of the State of Texas and the ordinances of the City of Melissa and other such duties as the City Manager prescribes. Serving as the City’s Records Management Officer, the City Secretary ensures the City complies with the Texas Open Government and Texas Public Information Laws, Texas Election Code and other governmental laws and procedures.

Summary of Duties:

By City Charter, the City Secretary is a direct report to the City Manager. The City Secretary assumes management responsibility for all services and activities of the City Secretary’s Office, including but not limited to:

- Provide direction and supervision to department staff including but not limited to defining duties and responsibilities to fulfill established service level expectations and departmental goals and objectives. Establish and oversee departmental processes and procedures. Maintain department webpages on the City’s website and intranet, SLIC.
- Assist with the preparation and assume primary responsibility for the timely posting of all public meeting agendas, including but not limited to City Council meetings and meetings of Boards and Commissions in accordance with the requirements of the Texas Open Meeting Act and Public Records Act. Direct and ensure that agendas and legal notice publications are accurate, processed and published according to the State and local laws and City policies, including but not limited to meeting agendas, minutes, election information and other such legal and necessary notices, such as notices of public hearings, requests for bids and notices of elections.
- Attend and keep records of all meetings of the City Council and capture in the minutes all actions required by decisions at those meetings. Receive Public Comment Requests and Conflict of Interest Statements, when appropriate for posted agenda items. Act as a resource and provide guidance on parliamentary procedures. Provide assistance to various boards, committees and commissions as needed or requested by the City Manager.
- Administer City elections in accordance with the Texas Election Code, Local Government Code, and City Charter in coordination with the Collin County Elections Office, including posting of all legal notices, monitoring of candidate filings and inquiries, procurement of polling places, and coordination of Canvass of Election Results and administration of Oaths of Office.
• Oversight and management of software and systems specific to administration of public meetings (such as computers, audio and visual equipment and agenda management system) and in-house locations (such as Council Chambers). Comfortable and capable of implementing and managing electronic records management system.

• Serve as the custodian of City records. Maintain, update, and preserve all historical, public, and legal records in compliance with the Texas State Library and Archives Commission. Responsible for attesting to, binding, maintaining and preserving City Council and related municipal records for the City. Responsible for maintaining and updating the Melissa Municipal Code and Zoning Ordinance. Accepts lawsuits and liability/property claims filed against the City. Direct and oversee the codification of updates to the Charter, Code of Ordinances, Development Code, and the like. Responsible for the maintenance and electronic distribution of the records. Manage, process and issue Alcoholic Beverage Permits. Maintain emergency record back-ups and procedures.

• Ensure compliance with the Texas Public Information Act by overseeing requests for public information. Maintain a Public Information Process for the City. Fulfill public information requests in cooperation with the City Attorney's Office and maintain the City Secretary's website page. Stay abreast of current legislation regarding local government, open meetings, open records, municipal elections and preservation of city records.

• Serves as liaison to City Council and citizens requesting information from or appearances in front of City Council. Create, manage and maintain the City Council calendar of events. Stay well-informed regarding the best practices for the fulfillment of the municipal clerk's functions. Espouse the Code of Professional Ethics published by the Texas Municipal Clerks Association.

• Maintain confidentiality of all records per federal, state and local laws, ordinances, or policy, and contribute to team effort by performing other duties and responsibilities as assigned by the City Manager or his designee.

Minimum Qualifications:

• Bachelor’s Degree in Public Administration, Business Administration or a related field from an accredited college or university.

• Seven years of progressively responsible executive administration experience, including three years of supervisory responsibility, in a public sector environment.

• Hold the Texas Municipal Clerk’s Certification.

• Valid Texas Driver License.

• Notary Public certification.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent in this position. Incumbent may not be required to perform all duties in this description and may be required to perform position-related tasks other than those specifically listed in this description.

THE CITY OF MELISSA IS AN EQUAL OPPORTUNITY EMPLOYER