City of Sugar Land’s City Secretary

As the official record keeper for the City of Sugar Land, the City Secretary performs those duties prescribed by the laws of the State of Texas and the ordinances of the City of Sugar Land and other such duties as the City Manager prescribes. The City Secretary provides day-to-day leadership to an Office of 7 FTEs and an operating budget of $195,200 (FY19) to ensure the efficient and consistent delivery of service to the public in accordance with the “Sugar Land Way”. 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.

The Sugar Land Community & Governance

Sugar Land, Texas is located 20 miles southwest of downtown Houston. Founded originally as a company town to support employees of Imperial Sugar, one of the oldest businesses in Texas, the City was incorporated in 1959 and has grown from its initial population of 2,800 to an estimated 2019 population of 118,118.

Sugar Land has been recognized by CNN/Money Magazine as one of America’s best cities to live and has been included on Forbes’ list of Top Towns to Live Well. The City was also named among America’s Safest Cities based on an analysis of FBI crime statistics and was the country’s first “Community of Respect,” a designation from the Anti-Defamation League recognizing the City’s ongoing commitment to foster an inclusive and respectful community. Truly one of the most desirable cities to live in, Sugar Land residents are highly educated and culturally diverse.

The City of Sugar Land adopted the Council-Manager form of government in 1986. The City is governed by a City Council composed of a Mayor and six Council Members, four elected from Districts and the Mayor and two elected to At-Large positions. The City Council appoints a City Manager to administer the day-to-day operations of the City government. The current City Manager is Allen Bogard, who was appointed to the position in 2001 after serving the City as Deputy City Manager since 1995.

The City of Sugar Land has a staff of over 800 FTEs. The proposed adopted budget for the 2018-2019 fiscal year (October – September) is approximately $247.35M, supported by a tax rate of .31762 cents per $100 valuation, one of the lowest in Texas.
Position Overview

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; establish and oversee departmental processes and procedures. Develop and manage departmental budget and expenditures within the policies of the City. Oversee departmental performance measures, intranet pages, strategic projects, and other initiatives.

- 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.

- Attend and keep records of all meetings of the City Council and of its Boards and Commissions 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.

- Administer City elections in accordance with the Texas Election Code, Local Government Code, and City Charter in coordination with the Fort Bend County Elections Office.

- 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.

- Ensure compliance with the Texas Public Information Act by overseeing requests for public information. Fulfill public information requests in cooperation with the City Attorney’s Office and maintain the City Secretary’s website and the Open Meeting Portal.

- Contribute to team effort by performing other duties and responsibilities as assigned by the City Manager or his designee.

Qualifications

- Bachelor Degree in public administration, business administration or a related field from an accredited college or university; Master Degree preferred.

- 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 or obtain within three years of employment/placement in position.

- Valid Texas Driver License.

- Notary Public certification or ability to obtain within six months of employment.
How to Apply

Please submit the following documents:

- City of Sugar Land application, including work history, education and certification information. A resume and/or cover letter may accompany your application, but cannot be accepted in lieu of an application.
- Three professional references (name, email address and phone number)

Deadline

Position will be open until filled with the first screening of applications to occur on April 11, 2019. Applications received after that date will be considered in the second or subsequent screening, if a successful candidate is not selected from the first group.

Applications may be completed at www.SugarLandTX.gov.

For additional information regarding this position please contact:

Paula Kutchka, Director of Human Resources
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Sugar Land, TX 77479
PKutchka@SugarLandTX.gov
Office: (281) 275-2735 • Fax: (281) 275-2712

All candidates must complete the City’s Official Application for Employment, which is available online at www.SugarLandTX.gov. Resumes submitted without an application will not be considered. Applications will be screened in relation to the criteria outlined. Selected candidates will be contacted for an onsite interview. Offers of employment are contingent upon the results of a pre-employment controlled substance screening, criminal conviction history report, and license verification.

The City of Sugar Land is an Equal Opportunity Employer and values diversity at all levels of its workforce!