City of Leander

Assistant City Secretary

SALARY	$36.62 - $43.94 Hourly $2,929.60 - $3,515.20 Biweekly $76,169.60 - $91,395.20 Annually	**LOCATION**	City Hall 105 N Brushy St, Leander, TX
JOB TYPE	Full time	**JOB NUMBER**	2601853
DEPARTMENT	City Secretary	**OPENING DATE**	10/16/2026
CLOSING DATE	10/30/2026 11:59 PM Central	**FLSA**	Non-Exempt

Summary:

Serves as Acting City Secretary in the City Secretary's absence and assists City Secretary in the coordination, development and implementation of departmental operating policy and procedures.

Essential Duties & Required Qualifications

- Maintain record of attendance of City Council members.
- File Ordinances and Resolutions of the council and send ordinances for codification into the municipal code.
- File Contracts and Agreements into the official files.
- Record all necessary documents with Williamson and Travis Counties.
- Scan and enter official records into the City's record imaging system.
- Prepare deposit of funds received for reimbursement to the City, candidate filing fees open records requests, etc.
- Make travel arrangements, register for conferences and/or complete reimbursement forms for the City Council, City Manager and office of City Secretary.
- Process travel advancements and/or reimbursements for the City Council, City Manager and office of City Secretary.
- Provide notary services.
- Prepare purchase orders and order office supplies for department.
- Perform duties relative to the appointment process for Boards/Committees/Commissions; arrange interviews times, notify members of expiring terms, maintain board members' information, publish notices for applicants and confirms their information.
- Maintain and update Boards/Committees/Commission contact information.
- Provide training for Laserfiche to staff.
- Reconcile monthly credit card statements.
- Perform time entry for the City Secretary.
- Prepare and assemble Council members and Board members reference guidebooks.
- Prepare and distribute agendas, materials, minutes and records of meetings in absence of City Secretary.
- Prepare and advertise meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.
- In the City Secretary's absence; attend regular and special City council meetings; oversee or perform an accurate recording of the proceedings, preparation of the minutes in proper legislative terminology, recording, indexing and

filing for the public record; distribute information as requested.
- In the City Secretary's absence; attend all other City Board meetings as needed; oversee and perform an accurate recording of the proceedings, preparation of the minutes in proper legislative terminology, recording, indexing and filing for the public record; distribute information as requested.
- Assist City Secretary in preparation for administration of all City elections as needed.
- Assist in coordinating and conducting special events and receptions.
- Assist in ordering and preparation of meals for City Council meetings.
- Involvement in yearly creation of departmental budget spreadsheet, input /tracking of expenditures, source needed items and costs and make recommendations.
- Proofing of ballot language for City elections.
- Assist in the certification of petitions.
- Accept candidate applications and financial statements in absence of City Secretary.
- Attend staff and leadership meetings in the absence of the City Secretary.

Required Education and/or Experience:

- High School Diploma or GED and five years of experience working in a City Clerk, City Secretary, or city departmental office as an Administrative or Executive Assistant.

Preferred Education and/or Experience:

- Bachelor's degree (B.A./B.S.) from four-year college or university.
- Seven years more of experience working in a City Clerk, City Secretary, or city departmental office as an Administrative or Executive Assistant.
- Experience processing open records requests.
- Experience drafting, creating, and posting meeting agendas.
- Supervisor experience.

Certificates, Licenses, Registrations:

- Must have a Texas Driver's License or equivalent from any U.S. State.
- Must be a Notary Public.
- Current Texas Municipal Clerks Certification.
- Must complete NIMS 100, 200, 700, 800 and Cybersecurity training courses within one year of employment.
- Must be bondable.

Knowledge, Skills & Abilities

- Must have working knowledge of the principles and practices of modern public administration; extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Must have skills in operation of office machines and tools.
- Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with other departments, officials and the public.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Strong knowledge and application of accounting practices and principles for public entities.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to establish and maintain effective relationships with public officials, superiors, subordinates and the public.
- Proficient in using Microsoft applications (including Word, Excel), other software packages as needed for data management and email applications.
- Ability to type accurately.

Physical Demands & Additional Information

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Able to lift 10 – 15 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment:

The noise level in the work environment is usually quiet to moderate.
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job offer and continuation of employment with the City of Leander is contingent upon:

- Proof of education, certification(s) and experience as listed on the employment application based on the job posting requirements.
- Satisfactory results from a pre-employment criminal history background and driving record check.
- Legal authorization to work in the United States without sponsorship. *
- Compliance with the Selective Service Registration for *male* US citizens and immigrants, who are ages 18-25.

***The City of Leander participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.**

The City of Leander is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information in employment.

Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Department at hr@leandertx.gov or 512-528-2708. Deaf and hard of hearing applicants may contact our office via Relay Texas at 7-1-1 or 1-800-735- 2989 (TTY/TDD).

Employer
City of Leander

Department
City Secretary

Address
105 N BRUSHY STREET

LEANDER, Texas, 78641

Phone
512-528-2700

Website
https://www.leandertx.gov

Assistant City Secretary Supplemental Questionnaire

*QUESTION 1

Do you have a minimum of a high school diploma or its equivalent?

- ◯ Yes
- ◯ No

*QUESTION 2

Do you have a valid Texas driver's license or its equivalent from any U.S. State?

- ◯ Yes, I have a valid Texas driver's license.
- ◯ Yes, I have a valid driver's license from another U.S. State, and will obtain a Texas driver's license within 90 days of hire according to state law.
- ◯ No

*QUESTION 3

Do you have five years or more of experience working as a City Clerk, City Secretary, or in a city departmental office as an Administrative or Executive Assistant?

- ◯ Yes
- ◯ No

*QUESTION 4

Are you a Notary Public?

- ◯ Yes
- ◯ No

*QUESTION 5

Do you have a current Texas Municipal Clerks Certification?

- ◯ Yes
- ◯ No

*QUESTION 6

Are you bondable?

- ◯ Yes
- ◯ No

*QUESTION 7

Have you completed or will you be able to complete NIMS 100, 200, 700, 800 and Cybersecurity training courses within one year of employment?

- ◯ Yes
- ◯ No

*QUESTION 8

Select all the following PREFFERED qualification that apply to you.

- ◯ I have a bachelor's degree (B.A./B.S.) from four-year college or university.
- ◯ I have seven years more of experience working as a City Clerk, City Secretary, or in a city departmental office as an Administrative or Executive Assistant.

- ◯ I have experience processing open records requests.
- ◯ I have experience drafting, creating, and posting meeting agendas.
- ◯ I have supervisor experience.
- ◯ I have no experience.

* Required Question