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Assistant City Secretary

Assistant City Secretary

City of Waco
City Secretary's Office

The City of Waco has retained Mackenzie Eason & Associates to help recruit an Assistant City Secretary. This role is pivotal in providing comprehensive services to the Waco City Council, City Boards and Commissions, City Management, Employees, and Citizens. The City Secretary's Office has six staff members, with the Assistant City



Office, ensuring that all functions are carried out in accordance with applicable laws, policies, and regulations. This position coordinates and oversees records management, public information requests, and various administrative functions. The Assistant City Secretary also represents the City Secretary's Office in interactions with other City departments, elected officials, outside agencies, and the public. In the absence of the City Secretary, the Assistant City Secretary assumes responsibility for the effective operation of the office and ensures timely and accurate support to City leadership.

At the City of Waco, we are committed to a lifetime of learning and growth as part of our goal to provide the highest quality service to our residents and visitors. As you can see from the tenure of many of our leaders, Waco is a place where management professionals come to build a career with continued opportunities for professional growth. Our vision is to make Waco a home where everyone belongs and thrives while moving forward together. Each member of this organization has a vital role in helping us work.

City Manager- Bradley Ford

City of Waco Organizational Values

- Promote **EQUITY & INCLUSION** in all that we do
- Provide **EXCELLENT & INNOVATIVE** services
- Serve with **INTEGRITY**
- Invest in **PEOPLE**



To create a workplace where everyone belongs and thrives while moving forward together.

Our Mission

To provide exemplary municipal services in a collaborative and transparent manner while honoring the public's trust.

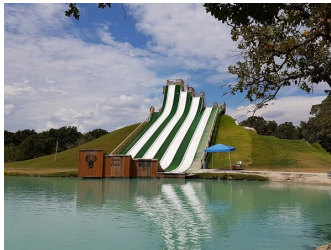
Our Strategic Goals

- Facilitate Economic Development
- Create a Culture of Equity and Inclusion
- Provide a Safe and Resilient City
- Improve Infrastructure
- Build a High Performing City Government
- Enhance Quality of Life
- Support Sustainability



Bradley Ford City Manager





The Opportunity

The City of Waco offers an exceptional opportunity for a dynamic administrative leader to step into the role of Assistant City Secretary—a position that is essential to the day-to-day functioning and strategic objectives of the City Secretary's Office. This isn't simply about maintaining records or facilitating meetings; it's about providing leadership, streamlining processes, and ensuring that the foundation of local governance remains strong in a community experiencing robust growth.

As Waco continues to thrive, the Assistant City Secretary will play a crucial role in guiding and managing the work of a dedicated staff, helping to distribute tasks effectively, and optimizing the flow of responsibilities. A significant part of this role involves overseeing 46



someone who can successfully coordinate complex administrative processes while maintaining a clear vision for the department's future.

The Assistant City Secretary we seek embodies a forward-thinking approach. They will actively assess current procedures, identify opportunities for improvement, and champion efficient, transparent practices that support city leaders, staff, and the public. Building strong relationships with internal departments and external stakeholders is key to coordinating citywide initiatives and ensuring that all parties have the information and resources they need.

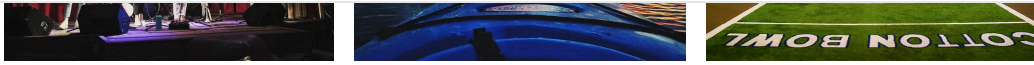
Beyond day-to-day responsibilities, the Assistant City Secretary serves as a trusted partner to the City Secretary, stepping in when needed to ensure continuity of operations. By demonstrating proactive leadership and a collaborative mindset, you will help maintain the momentum of a city that values innovation, civic engagement, and a high standard of public service.

In joining the City of Waco, you become part of a team dedicated to delivering top-tier governance to a vibrant and growing community. If you are an accomplished professional who excels in balancing multiple priorities, inspiring staff, and driving operational excellence, we invite you to explore this remarkable opportunity to make a lasting impact.



Some challenges the City Attorney will address in the first three years include:

- The City of Waco is experiencing incredible growth, and the City Attorney will be involved in strategy and numerous transactions involving creative economic development, including complicated public-private partnerships and the creative use of incentives.
- The City of Waco is considering several potential City Charter changes to navigate with the Council, City Manager, and Residents.
- In 2026, the Fire and Police contracts will be up for negotiation. While Waco has a very productive recent history with each Association, the Fire Association Leadership is anticipated to change before 2026.
- Evaluate current legal processes and drive impactful changes by identifying and implementing efficiencies within legal workflows to enhance team productivity and responsiveness in a dynamic municipal environment.



Job Duties

Key Responsibilities

Staff Supervision & Leadership

- Plans, prioritizes, assigns, supervises, reviews, and actively participates in the work of City Secretary's Office staff responsible for a variety of specialized programs and services.
- Provides guidance, training, and mentorship; monitors staff performance and conducts performance evaluations.
- Identifies and resolves operational and personnel issues; ensures work is performed accurately and completed in a timely manner.

Office Procedures & Workflow Management

- Manages, reviews, and updates office procedures for assigned functions, services, and activities.
- Assigns projects and sets priorities; monitors workflow and reviews work products, methods, and procedures for efficiency and compliance.
- Ensures adherence to City policies, procedures, and relevant federal, state, and local regulations.

Compliance & Regulatory Oversight

- Assists in reviewing, analyzing, interpreting, and implementing federal and state laws and regulations impacting the City Secretary's Office.



Representation & Coordination

- Represents the City Secretary's Office to other City departments, elected officials, and outside agencies; coordinates assigned activities to foster collaboration and effective communication.
- Serves as a liaison between the City Secretary's Office, community organizations, public gatherings, and governmental agencies.
- Plans, organizes, and coordinates outreach events, training sessions, and educational activities related to the City Secretary's Office.

Records Management & Public Information

- Coordinates the City Secretary Office's Records Management Program; ensures accurate retention, retrieval, and disposition of official records in compliance with applicable laws and regulations.
- Oversees the Public Information Program, including responding to open records requests in accordance with the Texas Public Information Act (or other applicable laws).
- Works with City departments to maintain records integrity and consistent record-keeping practices.

Acting City Secretary

- Acts in the absence of the City Secretary, assuming full responsibility for day-to-day office operations and decision-making, as directed.



Policy Implementation & Administrative Duties

- Performs duties within the scope of authority and training; makes appropriate decisions based on direction of the City Secretary, knowledge of municipal operations, and City policies and procedures.
- Contributes to the development and revision of departmental policies and procedures to improve efficiency and service quality.
- Collaborates with internal and external stakeholders to implement administrative processes and initiatives that align with the City's strategic goals.

Knowledge, Skills, and Abilities

Knowledge of:

- Applicable federal, state, and local laws, ordinances, statutes, and regulations, including open meeting laws and public information acts.
- Principles and practices of records management, including retention schedules and archival procedures.
- Municipal government operations, policies, and procedures.
- Supervisory principles, employee evaluation methods, and leadership practices.

Skills in:

- Effective interpersonal communication, both verbal and written.



- Problem-solving, decision-making, and conflict resolution.

Ability to:

- Lead and motivate a team; provide direction, feedback, and support.
- Interpret and explain complex laws and regulations clearly and accurately.
- Manage competing priorities and deadlines in a fast-paced environment.
- Establish and maintain cooperative working relationships with internal and external stakeholders.
- Exercise sound judgment and discretion in handling sensitive or confidential information.





The Ideal Candidate

The next Assistant City Secretary will be a forward-thinking administrative professional with experience in municipal clerk duties who excels at guiding and inspiring staff while adeptly managing the complexities of overseeing 46 boards and commissions, including appointment tracking, minute-taking, and vacancy coordination

This individual combines a keen eye for process improvement with a results-driven approach to problem-solving, ensuring compliance with relevant regulations and organizational policies. Drawing on strong communication and interpersonal skills, they foster a collaborative environment across City departments, community stakeholders, and public officials. In a rapidly growing city like Waco, the ideal candidate remains agile and open to innovation, integrating technology to streamline records management and administrative processes. Grounded in a deep commitment to public service, they model professionalism and transparency, uphold ethical standards, and maintain a steadfast dedication to accountability. By balancing attention to detail with strategic foresight, this leader will strengthen the City Secretary's Office as a cornerstone of effective governance.

We realize your time is valuable, so please do not apply if you do not have at least the following required minimum qualifications:



• Bachelor's degree in Public Administration, Business

Administration, Records Management, or a related field is preferred.

- Three (3) to five (5) years of increasingly responsible experience in municipal government, office administration, or records management, including supervisory or lead experience.
- An equivalent combination of education, training, and experience may be considered.

Licenses or Certifications:

- Certification as a Texas Registered Municipal Clerk (TRMC) or equivalent is required within 1 year (or willingness to obtain).
- Possession of a valid Texas driver's license.

The City of Waco is an Equal Opportunity Employer and is committed to providing fair and equal treatment of all applicants for employment without regard to race, gender, color, religion, national origin, age, disability, sexual orientation, or gender identity. We value diversity and are committed to creating an inclusive environment for all.



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search firm, focused on delivering measurable results. We are boutique by design – allowing us to eliminate the conflict issues of larger firms and engage in a more collaborative search process. Our partners enter into engagements selectively, limiting the number of searches at any given time in order to maintain the highest level of accountability to each client. We employ a unique methodology, utilizing a highly customized and targeted approach to each search, and a follow through process that further ensures client satisfaction and increased placement success. We also know the importance of diversity to creating long-term strength for an organization, and at MEA, we are committed to delivering a more diverse range of candidates to reflect today's increasingly inclusive workforce.

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