


CITY SECRETARY


(<https://www.governmentjobs.com/careers/celina-tx/jobs/newprint/4836316>)



APPLY

Salary \$112,738.00 - \$147,100.00
Annually

Location ⓘ City Hall

Job Type Full-Time

Job Number 202300159

Department City Secretary

Opening Date 02/18/2025

Closing Date 3/23/2025 11:59 PM Central

DESCRIPTION

BENEFITS

Summary

The Celina Way

It is an exciting time to work for the City of Celina! Did you know Celina has been ranked the #1 fastest growing city in North Texas? We are growing and looking for dedicated and collaborative people to join our team of talented and valued employees. High-performing organizations have a set of principles and core values that are used to implement their goals and objectives. Those values represent what we are deeply passionate about and guide the decisions of the individual employees and the organization. At the City of Celina, we demonstrate our high performance by modeling the Values of **Excellence, Community, Integrity** and **Service** and it is expected of all we employ.

What You Will Be Doing

Our professionals are the most important resource in our service commitment to our customers. We nurture a progressive environment where challenging, empowered, and purposeful work is celebrated.

As the **City Secretary**, you will provide comprehensive administrative support to the City Council, including maintaining and certifying official public records, reports, minutes, and historical documents. Responsibilities also include engrossing and enrolling laws, resolutions, and ordinances, posting public notices, safeguarding the City Seal, and overseeing the coordination of City elections. Additionally, the City Secretary directs and manages department staff and oversees records management operations.

For the complete **City Secretary** job description, please click [here](https://www.governmentjobs.com/careers/celina-tx/classspecs/1522453?keywords=city%20se&pagetype=classSpecifications).
(<https://www.governmentjobs.com/careers/celina-tx/classspecs/1522453?keywords=city%20se&pagetype=classSpecifications>)

The City of Celina is on a four (4) day work week.

The Benefits of Working Here

We are committed to work life balance and offer a telecommuting policy that allows for eligible employees to telework one (1) day per week. To further our commitment to work live balance, City of Celina administrative offices operate a 7:30 - 5:30 schedule Monday - Thursday.

Additional benefits include:

- Competitive pay and exceptional medical, dental, and vision benefits
- Retirement program (TMRS) with City matching 2:1
- Vacation and Sick pay
- 12 paid Holidays (including birthdays off and floating holidays)
- City paid LTD, AD&D, and Life Insurance
- Longevity Pay
- Tuition Reimbursement
- Ongoing training
- Employee Assistance Program

What You Bring To Us

- Bachelor's degree in Public Administration, Business Administration, Records Management or related field ,and five (5) years municipal administration experience, two (2) years of which are in a managerial or supervisory role; or equivalent combination of education and experience.
- Possession of the Texas Registered Municipal Clerk Certificate with Texas Municipal Clerks Association required.
- Certified Municipal Clerk Certification with International Institute of Municipal Clerks Association preferred.
- You **anticipate** employee needs and **relentlessly pursue solutions**.
- You take **pride in your work**. It's your community!
- You **own** the experience and make each moment **memorable**.
- You **maintain** a high level of **discretion, independent judgment**, and **initiative**.

EEOC Statement

The City of Celina is committed to providing all applicants and employees with equal employment opportunities and maintaining a diverse workforce. The City will not discriminate against any individuals in accordance with applicable federal and state laws. Selection is based on the candidates whose background, qualifications and any preferences requested from the hiring manager most closely match the job requirements. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Declaración de la EEOC

La ciudad de Celina se compromete a proporcionar a todos los aplicantes y empleados con igualdad de oportunidades laborales y mantener a una fuerza laboral diversa. La ciudad no discriminará contra ningún individuo conforme a las leyes federales y estatales aplicables. La selección se basa en los candidatos cuyos antecedentes, las calificaciones y cualquier preferencia solicitado desde el administrador de contratación más estrechamente coincide con los requisitos del trabajo. Esta política se aplica a todos los términos y condiciones de empleo, incluyendo pero no limitado a, contratación, colocación, promoción, terminación, despido, retirada, transferencia, excedencias, compensación y entrenamiento.

Employer

Celina, City of (TX)

Address

142 N. Ohio Street

Celina, Texas, 75009

Website

<http://celina-tx.gov> (<http://celina-tx.gov>)