



City of Farmers Branch City Secretary

CLASS CODE	212	SALARY	\$74,766.88 - \$119,622.70 Annually
ESTABLISHED DATE	April 06, 2023	REVISION DATE	April 16, 2026

Position Summary

The City Secretary plays a central role in municipal governance—serving as the official record keeper, elections administrator, and a key link between City Management, staff, and the public. The role requires precision, discretion, and strong communication skills.

Essential Job Functions

- Provides support and assistance to the City Council by scheduling events, recording minutes of meetings, maintaining City documents, and preparing Council Agenda packets. Attests official actions by the Mayor and the City Council. Completes additional tasks as requested. This position supervises one employee, the Senior Administrative Assistant.
- Establishes and maintains positive relationships with employees, supervisors, elected officials and the general public. Conducts research and obtains information in order to accurately respond to inquiries. Acts as liaison between City departments and citizens. Responds to Open Records requests, provides quality customer service, and answers phone calls for the department when needed.
- Responsible for the Records Management Program by staying abreast of current regulations regarding record schedules and retention. Maintains compliance by keeping City departments and staff informed of any legislative or regulatory changes. Update the Records Management manual. Destroys records that are past their retention period and scans permanent records for ease of departmental access.
- Serves as the election official by meeting with Dallas County Elections Department; tracks different timelines as required by the Election Code; and maintains knowledge of the Election Code and other applicable laws. Provides forms required for holding an election, schedules city facilities for polling locations, and prepares and posts notices in the newspaper regarding an election.
- Plans and organizes the annual Boards and Commission Banquet and administers the annual Board Appointment Workshop with the City Council.
- Manages operations of Keenan Cemetery by interacting with funeral homes and families regarding burials. Administers the preparations and marking of gravesites for a burial. Provides information, responds to questions and maintains accurate records regarding cemetery.

Education and Experience

- Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources.
- Over three years up to and including five years of experience is required. Texas Registered Municipal Clerk certification required or able to obtain within one year.

Knowledge Skills and Abilities

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
- Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
- This position normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion.
- Work requires the use of standard technical skills appropriate to the work environment of the organization.
- The position prepares accounting, budget, employment, and/or purchasing documents; and completes research to justify language used in documents for a unit or division of a department. This position may recommend budget allocations.
- Intermediate ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Intermediate ability to deal with system of real numbers, practical application of fractions, percentages, ratios, proportions and measurements.
- Intermediate ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Special Requirements

- Must be able to attend Council meetings and other public meetings or social events.

Licenses and Certificates

- Valid driver's license with good driving record and ability to maintain while employed.