



# City of Grand Prairie City Secretary

<b>SALARY</b>	\$150,000.00 - \$163,898.00 Annually	<b>LOCATION</b>	Grand Prairie, TX
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	2024-00356
<b>DEPARTMENT</b>	City Manager's Office	<b>DIVISION</b>	City Secretary
<b>OPENING DATE</b>	02/12/2025	<b>CLOSING DATE</b>	2/23/2025 5:00 PM Central

## Job Summary



Join the City of Grand Prairie as our City Secretary and play a pivotal role in shaping our community's future! Reporting to the City Manager, you'll support City Council by managing official records, certifying vital documents, coordinating City elections, and ensuring transparency through public notices. As a leader, you'll oversee a dedicated team and handle records management operations, making a lasting impact on the city. Bring your expertise, leadership, and passion for public service to a thriving community by applying today with The City of Grand Prairie!

[Click here to view the City Secretary job posting brochure for detailed information about the position.](#)

## Essential Job Functions

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

- Provides direction and vision to the City Secretary's administrative team in the operation of the City Secretary's Office.
- Attends all meetings of the City Council and develops official minutes of the proceedings in a manner prescribed by the City Council consistent with applicable laws.
- Ensures City Council meetings are in compliance with the Texas Open Meetings Act, serving as a liaison with citizens requesting data from or appearances in front of Council, coordinates with City Council agenda items and conflict of

interest statements as required by law.

- Assists the City Manager's Office with preparation of the City Council agenda packets.
- Oversees the administrative support for boards and commissions including application and selection process and recognition.
- Directs publication and posting of all legal notices.
- Holds and maintains the seal of the City of Grand Prairie and affixes the seal to all appropriate documents and authenticates by signature.
- Authenticate by signature and seal and record all ordinances, resolutions and proclamations of the City. Serves as the Records Management Officer and oversees the Records Management division which is responsible for establishing, maintaining, updating and preserving all historical, public and legal records for the City in compliance with the Texas State Library and Archives Commission and Information Management Technology standards.
- Oversees all coordination of City elections with the Dallas, Ellis and Tarrant County election administrators. Oversees all aspects of City elections including posting legal notices according to State election codes, monitoring candidates' filing of required reports and documents, securing election materials and supplies. Oversees the administration of the issuance of alcohol permits in compliance with Texas Alcohol and Beverage Commission.
- Notifies the Secretary of State of all appointed and elected public officials before administering the Oath of Office.
- Researches and prepares reports and recommendations on assigned issues and ordinances for City Council members.
- Oversees the coordination of legal holds on records, subpoenas, and other legal actions against the City with the City Attorney.
- Ensures compliance with the Texas Public Information Act by overseeing requests for public information. Oversees preparation, administration, and monitoring of the department budget of the City Secretary's Office and the Records Management Division.
- Administers departmental short-range and long-range goals, objectives, policies and priorities.
- Directs and manages department staff including hiring, training, disciplining, coordinating, prioritizing, and reviewing work.
- All other duties as assigned by a supervisor/manager within your department/division.

**Other Important Duties:**

- Performs all duties required by law, ordinance, resolution or Home Rule Charter. Will be required to work some evenings and weekends.
- Travels to meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Minimum Qualifications**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities may qualify. A typical way to obtain the knowledge, skills and abilities would be:

- **Education:** Bachelor’s degree in public administration, Business Administration, Records Management or related field.
- **Experience:** seven (7) years municipal administration experience, two (2) years of which are in a managerial or supervisory role; or equivalent combination of education and experience. A minimum of five (5) years as a City Secretary required.
- **Certifications Required:** 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.

**Additional Information**

- Knowledge of regulatory requirements, duties and responsibilities of a Texas City Secretary/ Municipal Clerk. Knowledge of Federal, State and City laws, rules, regulations, ordinances and codes governing municipal public record keeping, public meetings, alcohol sales, City elections, records and information management technology, and municipal administrative management practices and procedures.
- Knowledge of paralegal level coordination, processing and handling of litigation actions against the City. Knowledge of City policies and procedures.
- Proficiency in the use of computers and related equipment, hardware and software.
- Ability to answer questions regarding municipal regulations, ordinances, resolutions, and other official actions of the City, to ensure records and information is available to the public.
- Skill in effective oral and written communications.
- Skill in researching, analyzing and preparing reports/recommendations for public officials.
- Skill in planning and implementing departmental procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

**Employer**

City of Grand Prairie

**Address**

300 W. Main Street  
Grand Prairie, Texas, 75050

**Phone**

972-237-8192

**Website**

<http://www.gptx.org>