

Job Description: City Secretary

Updated: January 2026

Department: Administration

FLSA Status: Exempt

General Purpose:

We are a growing city with a BIG heart and it is a GREAT time to join us! We are on the search for a City Secretary to join our City of Liberty Hill Administration team!

The City Secretary provides high-level administrative, legislative, and operational support to the Mayor, City Council, Executive Director of Management Services, City Manager's Office, and City departments. This role supports transparency, accountability, and public engagement while overseeing Boards and Commissions, records management, and other charter-assigned duties.

This position reports to the **Executive Director of Management Services** for day-to-day operations.

The City Secretary may appoint a Deputy City Secretary when authorized by City Council.

Reporting Relationships:

Reports to: Executive Director of Management Services

Appointed by: City Council

Primary Responsibilities & Duties:

The following duties represent key responsibilities of this position but are not an exhaustive list:

Legislative & Council Support:

- Prepares and posts agendas and notices for City Council and Boards/Commissions in compliance with the Texas Open Meetings Act.
- Attends all City Council meetings and prepares, preserves, and maintains official minutes, ordinances, resolutions, actions, and legislative records.
- Compiles and distributes agenda packets and supporting documentation.

- Maintains custody of the City seal and attests official documents.

Public Information & Records Management:

- Serves as the City's Public Information Officer for Public Information Act matters; coordinates timely responses to requests.
- Serves as Records Management Officer; develops, implements, and maintains the City's records retention schedule.
- Oversees departmental and citywide compliance with records retention, archiving, and disposition procedures.

Elections Administration:

- Serves as Election Administrator for City elections in accordance with the Texas Election Code.
- Coordinates with the County Elections Administrator on election operations, contracts, notices, ballot proofing, and candidate filings.
- Provides election-related information to candidates, voters, and the public.

Administrative & Operational Support:

- Provides administrative and project support to the Executive Director of Management Services, Mayor, City Council, City Manager's Office, and Boards/Commissions.
- Oversees Administration-related website content, including elections and Council information.
- Administers oaths, notarizes City documents, and ensures proper execution of contracts and legal instruments.
- Receives petitions, initiatives, referendums, recalls, and candidate filings; verifies documents as required by law.

Enhancing Internal Coordination:

- Coordinates interdepartmental communication to ensure accurate and timely flow of information to City leadership and the public.
- Works closely with department directors to gather, organize, and maintain materials for Council action items.

Process Improvement & Compliance:

- Develops and implements administrative procedures that promote efficiency, compliance, and transparency across City operations.
- Tracks deadlines and statutory requirements related to public notices, elections, agenda posting, and records retention.

Technology & Systems Support:

- Manages agenda preparation and municipal clerk software; trains staff on use of digital platforms and document workflows.
- Ensures online availability of meeting agendas, minutes, ordinances, ethics filings, and other public documents.

Boards & Commissions Support:

- Assists with recruiting, onboarding, and training Board and Commission members.
- Maintains rosters, terms, meeting schedules, and compliance documentation for all Boards and Commissions.

Public Engagement & Communication:

- Provides high level customer service to residents, media, and stakeholders seeking information related to City operations.
- Prepares public-facing notices, announcements, website updates, and communications on behalf of City leadership.

Emergency & Continuity Support:

- Supports emergency management operations by ensuring continuity of records, notices, and legal documentation during emergencies.
- Participates in continuity of government planning as needed.

Strategic & Organizational Support:

- Assists the Executive Director of Management Services in departmental projects, budget planning, contract preparation, and organizational initiatives.
- Helps coordinate onboarding and orientation for newly elected officials.

Other Essential Functions:

- Represents the City with professionalism, integrity, and a commitment to customer service.
- Maintains confidentiality and exercises independent judgment.
- Regular, reliable, and punctual attendance is an essential job function.
- Performs related duties as assigned.

*The above listed duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Education & Experience:

- Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field.
- Minimum of five (5) years of progressively responsible municipal or governmental administrative experience.
- Experience supporting elected officials, preferred.

Certifications, Licenses, & Special Requirements:

- Certification through the **Texas Municipal Clerks Certification Program (TMCCP)** or active enrollment required.
- Notary Public commission (or obtained within 3 months).
- Must be bondable.
- Valid Texas Class C Driver's License with an acceptable driving record.
- Must be legally authorized to work in the United States.

Knowledge, Skills, & Abilities:

- Knowledge of municipal governance, state law, elections procedures, and public records management.
- Proficiency with Microsoft Office, agenda management software, records management systems, and A/V equipment.
- Excellent communication skills, both verbal and written.
- Ability to manage confidential and sensitive information with discretion.
- Ability to meet deadlines, manage multiple priorities, and work effectively in fast-paced environments.
- Ability to establish and maintain positive working relationships with elected officials, staff, and the public.
- Ability to train others in records and agenda management procedures.

Working Conditions & Physical Requirements:

The physical demands and environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for qualified individuals with disabilities.

- Work is performed primarily in an office environment with moderate noise levels.
- Must be able to remain stationary for extended periods and operate standard office equipment.
- Requires the ability to lift up to 20 pounds occasionally.
- Requires visual acuity for reviewing documents, computer work, and meeting materials.
- Requires ability to attend City Council meetings, including evenings.
- Requires the ability to communicate clearly in person, by phone, and in writing.

Equal Employment Opportunity Statement:

The City of Liberty Hill is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law. The City provides reasonable accommodations to qualified individuals with disabilities as required by the Americans with Disabilities Act (ADA).