

City of Webster City Secretary

Internal and Public Posting
April 23, 2025 – Until Filled



Job Announcement:

The City of Webster is accepting applications for the position of **City Secretary**. The purpose of this position is to record and preserve the City's records and to provide administrative support. This position provides administrative support to the Mayor, City Council, Boards and Commissions, and City Manager. Primary duties include, but are not limited to, preparing meeting agendas, minutes, and packets, and posting meeting notices and agendas. The City Secretary ensures the accuracy and integrity of City records, responds promptly to citizen inquiries and public information requests, facilitates City Council agenda development, and acts as Chief Election Administrator. The City Secretary prepares for city elections, coordinates purchasing activities, compiles and distributes press releases, provides crisis communication, and maintains records and databases. Other duties include processing and issuing permits as needed, preparing the budget for the City Secretary's office, performing media relations functions on behalf of the Mayor and City Council, and interfacing with department Directors, employees, and citizens. This position provides direction for other employees. The City Secretary position is an exempt, essential services position.

Minimum Qualifications:

This position requires knowledge of a specific vocational, administrative, or technical nature, which is generally obtained via certification by the Texas Municipal Clerks Certification Program. Certified status is strongly preferred; however, consideration may be given to applicants with a bachelor's degree in a relevant field in conjunction with an agreement to obtain certification within three years of employment. Five years of relevant experience are required. Must possess a valid Texas Class C Driver's License.

Skills, Knowledge, and Abilities:

The position receives administrative direction from the Mayor and City Council. The employee typically performs duty assignments within broad parameters defined by organizational requirements, generally accepted practices, and local government code. The position requires the exercise of considerable initiative and independent analytical and evaluative judgement. This position also has responsibility for final budgetary recommendations to the City Manager. Work requires efficient management of processes and effective direction to other employees. Duties may include monitoring work performance, contributing to decisions on hiring and disciplinary actions, evaluating programs and work objectives, and realigning work and staffing assignments, as needed.

This is an essential services position. Employees in essential services positions are required to provide services in the course and scope of their employment for the benefit of the general public during emergency situations that threaten the safety of Webster's citizens, per the City's emergency services guidelines.

Benefits Include:

- **Starting Salary Range:** \$112,859 - \$121,536, commensurate with experience, certification, and education.
- **Culture:** At the City of Webster, you will join a team committed to a culture of open and honest communication, cooperation, and continuous development. We value teamwork, integrity, customer service, and knowledge.
- **Benefits:** Benefits include medical insurance, with approximately 90% of employee premiums paid by the City and a significant contribution to dependent coverage; free dental, vision, life, and long-term disability coverage; retirement plans, including a 2:1 matching contribution in the Texas Municipal

Retirement System, plus optional 457 and Roth IRA plans; tuition assistance and professional certification pay to encourage your development.

Please apply online at <https://www.applicantpro.com/openings/webstercity/jobs>.

Conditional employment offers are contingent upon satisfactory results of pre-employment drug screening, a physical, and a background check.

THE CITY OF WEBSTER IS AN EQUAL OPPORTUNITY EMPLOYER