

Deputy Town Secretary

Employment Type: Full-Time Regular

FLSA: Exempt

Department: Legislative Services

Division: Town Secretary

Revised: 1/8/2026

Description

Under limited supervision, assists the Town Secretary in the administration and management of the Town Secretary's Office. This is accomplished by performing in an official capacity in the absence of the Town Secretary, assisting in the administration of Elections, administering the annual budget, managing contracts and agreements for execution and sealing, serving as the administrator for the Town-wide agenda management software, and maintaining official records for the Town.

Examples of Duties

- Provides supervision to assigned staff. Including guidance, training, coordinating work activities, monitoring workflow, reviewing completed work, evaluating procedures, addressing staff concerns, approving time sheets and leave requests, and completing performance evaluations.
- Administers the Town-wide agenda management software, including preparing Town Council agendas and agenda packets, incorporating revisions following review, posting and distributing agendas and packets through required electronic platforms, and ensuring compliance with posting requirements.
- Develops, maintains, and implements records workflows for processing, finalizing, and retaining documents acted upon by the Town Council and the Town Manager's Office in accordance with records retention requirements.
- Acts in an official capacity in the absence of the Town Secretary, including performing statutory and administrative duties as assigned.
- Assists with Town Council, committee, board, and commission meetings by preparing agendas and supporting documentation, organizing and distributing materials, recording meetings, coordinating meeting logistics, and assisting with the posting of agendas and publication of legal notices.
- Assists the Town Secretary with municipal elections in accordance with applicable laws and regulations.
- Supports the fulfillment of public information requests in compliance with the Texas Public Information Act and under the guidance of the Town Secretary.
- Provides customer service by conducting research and responding to inquiries from departments, agencies, Town Council, and the public regarding agendas, meetings, ordinances, contracts, and related legislative records.
- Processes pre-qualification applications for Texas Alcoholic Beverage Commission licenses.
- Participates in the development and implementation of departmental goals, objectives, policies, and procedures to support effective and efficient operations.
- Updates and maintains Legislative Services Department webpages through CivicPlus and coordinates with the Communications Department regarding promotional or informational initiatives as appropriate.
- Prepares classified and confidential documents involving sensitive or critical matters and maintains confidentiality at all times.
- Maintains departmental records in accordance with the Records Management System and applicable retention schedules.
- Work within a cross-trained team model.
- Complies with personnel, safety, and departmental policies and procedures and keeps the supervisor informed of work activities.

- Performs other duties as assigned.

Minimum Qualifications

- A High School Diploma or General Equivalency Diploma (GED) is required.
- Must have valid Texas Driver's License and driving record must be in compliance with Town policy.
- An Associate's Degree in Business Administration, Public Administration, or related field and three years of experience in related field; or equivalent combination of education, work experience, and specialized training is required.
- Must have or acquire Texas Municipal Clerks Certification within three years of hire date.
- Texas Notary Public is required within six months.

PHYSICAL ABILITIES:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Must be able to see, hear, read, talk, and write.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Desired Qualifications

- Certification in Records Management, preferred
- Experience with Laserfiche, Civic Clerk and JustFoia is preferred.
- Experience in the City/Town Secretary's Office, City/Town Attorney's office or City/Town Manager's Office preferred.
- Experience working with elected officials is a plus.

Knowledge/ Skills / Abilities

- Knowledge of municipal government rules, regulations, policies, and procedures.
- Texas Public Information Act and Open Meetings Act.
- Municipal Election Law and Texas Local Government Code.
- Supervisory methods and techniques.
- Must have excellent English communicative skills, both oral and written, to include spelling, grammar, punctuation, and sentence structure.
- Skill in communication, both oral and written, including spelling, grammar, punctuation, and sentence structure, with the ability to prepare agendas, minutes, reports, and professional correspondence.
- Skill in computer operations and proficiency in Microsoft Office applications.
- Modern office practices, procedures, and equipment, including electronic document management and storage systems.
- Must maintain effective and efficient working relationships with citizens, business community, public officials, and the general public.
- Skills in providing outstanding customer service and conflict resolution.
- Skills in gathering, analyzing, and organizing data.
- Working effectively in a high-pressure environment with changing priorities.
- Must be able to work extended hours as required.

HIPAA COMPLIANCE STATEMENT:

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

Employee signature is electronically completed and recorded in the personnel file.