



The City of Fredericksburg is searching for our next City Secretary. Under the direction of the City Manager, the City Secretary provides all administrative support for the City Council including drafting and posting legal advertising notices and meeting notices, maintaining and certifying all official public records, reports, minutes, and historical documents, scheduling and preparing agendas, and attending City Council meetings. Accuracy in all areas is important as well as efficiency carrying out the duties of the position and managing the department. This position will be responsible for supervising and managing clerical staff and providing administrative and secretarial support to the City Council, City Manager, and administrative departments. The City Secretary is responsible for conducting municipal elections in compliance with state laws. Additional duties include serving as the Records Management Officer for the City, codification of all ordinances, processing open records requests, administering the City Hotel Occupancy Tax funds process, maintaining applications for City Boards and Commissioners, and issuing permits as required.

Requirements include bachelor's degree in public administration or related field (preferred), minimum of 5 years' experience and 3 years running a city election, Texas Municipal Clerks Certification, or ability to complete within 3 years. An equivalent combination of education, training, and experience may be considered. Preferred candidate would have Certified Municipal Clerk or Master Municipal Clerk Certification, extensive experience with handling confidential documents, preparing agendas, knowledge of Texas Alcohol Beverage Commission rules and regulations and legislative session changes; applicant must be bondable.

Applications may be downloaded from the City of Fredericksburg website at <http://fbgtx.org/DocumentCenter/View/36/Employment-Application> and returned to Tammie Loth, at [tloth@fbgtx.org](mailto:tloth@fbgtx.org) or mailed to The City of Fredericksburg, 126 W. Main St., Fredericksburg, TX 78624. Benefits include paid time off, group health insurance with employee monthly premium paid at 100%, thirteen (13) holidays, and TMRS retirement with employee contribution at 7% and city match 2:1.

For information regarding this position, please contact Tammie Loth, Human Resources Director at (830)990-2017 or [tloth@fbgtx.org](mailto:tloth@fbgtx.org).