



Located in the Dallas-Fort Worth metroplex, Haltom City seeks a proven leader and public sector professional to serve as our next

City Secretary

Appointed by the City Council, this position provides administrative assistance to the Haltom City Mayor and City Council, is responsible for providing meeting notices and documenting council attendance; maintains the City's official records; oversees the issuance of municipal licenses; administers and coordinates elections activities; supervises assigned personnel and performs other related duties as assigned. The selected candidate must reside in Tarrant County within six-months of being appointed.

Examples of Duties

- Schedules, coordinates, attends and records City council meetings and/or other assigned committee meetings; submits City Council meeting minutes for approval by the City Manager and City Council.
- Prepares and coordinates the publication of meeting agendas, legal notices and advertisements; ensures the timely publication of all legal notices.
- Drafts, types, records, prepares, and maintains various types of correspondence, reports, and/or surveys as required by the Mayor and City Council.
- Maintains custody of the City Seal; attests and oversees the maintenance of all official municipal records including ordinances, resolutions, contracts, agreements, and meeting minutes.
- Oversees the filing of ordinances and resolutions on behalf of the City Council; coordinates the codification of ordinances into the City's Municipal Code.
- Processes petitions for initiatives, referendums, and/or recall proceedings as necessary.
- Administers the issuance of municipal and/or regulatory licenses in accordance with applicable ordinances, codes, and regulations.
- Responds to public inquiries; processes records requests and provides information to external parties and the media.
- Coordinates the City's election activities; verifies candidate applications/petitions; files/maintains candidate financial statements; administers the Oath of Office to public officials.
- Hires, trains, supervises, and evaluates the performance of assigned personnel; ensures compliance with procedures.
- Participates in the preparation and administration of assigned budget and monitors departmental expenditures.
- Coordinates departmental activities with other City departments and outside agencies.

Qualifications

- Bachelor's Degree in Public Administration or related field, five years experience working in the capacity of City Secretary; or an equivalent combination of education and experience. Certification as a Certified Municipal Clerk is required.

Compensation and Benefits

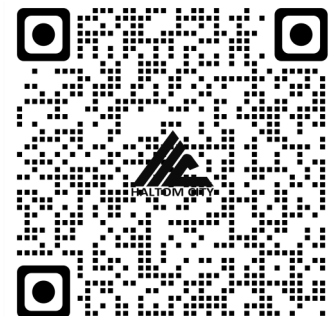
The City offers a competitive compensation and benefits package for this position. The hiring range is from \$94,136 - \$120,000 (salary based on qualifications); the full salary range is \$94,136 - \$141,203.

The City provides excellent benefits including Texas Municipal Retirement System (2:1 match; 7% employee contribution), paid health, dental, vision, life and long-term disability insurance, paid identity theft coverage, 15 holidays, vacation, sick, and personal time. Accrued sick leave in excess of 240 hours is paid out annually at the current rate of pay (a maximum of 96 hours).

Application and Selection Process

Interested candidates should apply using the QR code and attach a resume with a detailed cover letter outlining relevant experience.

The position is open until filled; however, the first review of applicants will take place in early August. Candidates with relevant qualifications will be considered. Interviews will be offered to those candidates who most closely fit the needs of the City. For more information please contact Toni C. Beckett, Director of Human Resources, at 817-222-7741 or via email tbeckett@haltomcitytx.com.



***As an Equal Opportunity Employer,
the City values diversity at all levels of its workforce.***