



The City of Kennedale, Texas (pop. 9,800) is seeking a City Secretary dedicated to providing exceptional customer service to city residents, secretarial and administrative support to the City Manager, Human Resources Director and City Secretary. This role administers all city records management activities, including Laserfiche and open records requests, as well as assisting with packet preparation and public notices for City Council and other various boards and providing back up support for administrative duties. This role will require working some evenings for various city events and board meetings. The ideal candidate must be ethical and trustworthy, interested in serving the public and working as part of a team.

- Serves as the city's records manager by maintaining custody of city seal and all official records of the city including ordinances, resolutions, minutes of the city council, contracts, agreements, etc., ensuring accuracy and the ease of retrieval
- Ensures that all public notice requirements are satisfied regarding meeting agenda items that are required by the Texas Open Meetings Act and the Texas Local Government Code.
- Process all public information requests in accordance with the Texas Open Records Law.
- Attend all City Council and board/commission meetings; prepare and review agendas and other materials for all meetings of the city council and attends and assists with said meetings
- Prepares and records official minutes of council meetings
- Drafts ordinances and resolutions for the city council as needed, working with the city attorney as needed
- Updates code of ordinances and distribute revisions
- Develops, maintains and implements records retention schedules in accordance with record retention schedules for local governments
- Appropriately posts meeting notices and prepares meeting packets
- Posts and places legal notices for the city, ensuring that legal requirements for posting are met
- Prepares for and conducts municipal and special elections, ensuring that legal requirements are met

Minimum Qualifications:

- Municipal Clerk experience including Texas Registered Municipal Clerk certification.

Experience:

- Minimum two (2) years as City Secretary or
- Texas Registered Municipal Clerk certification (TRMC), Certified Municipal Clerk (CMC) preferred; or the ability to obtain TRMC within 2 years of hire.
- Notary Commission certification required.
- Ability to work legally in the United States.

Required Knowledge, Skills, and Abilities:

- Considerable knowledge of Federal, State and Local laws, rules, regulations, ordinances, and codes governing municipal government record keeping, public meetings, municipal elections and municipal administrative management practices and procedures.
- Possess high level proficiency with Microsoft Office (Word, Excel, Outlook, and PowerPoint), and using imaging software (Laserfiche).
- Ability to design and maintain a comprehensive web page.
- Must have the ability to manage multiple assignments and responsibilities simultaneously.
- Must have good written and oral communication skills. Must have ability to be tactful in communicating with a wide variety of diverse populations.
- Possess strong interpersonal and organizational skills.
- Ability to handle confidential information in a responsible



KENNEDALE
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The City of Kennedale
Announces Recruitment for

City Secretary

Salary – DOQ

The Position

The City of Kennedale is seeking an individual to serve as City Secretary. This is a highly responsible financial position.

Requirements

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Minimum Education & Experience

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BENEFITS

TMRS Retirement, 7% 2:1, medical, dental, vision, vacation, sick, holiday

Send resume with application to:

Caroline Green, Human Resources Director
City of Kennedale
405 Municipal Drive
Kennedale, Texas 76060

The City of Kennedale is an EEO/AA employer

Position is open until filled