

# Employment Opportunity: City Secretary



## Human Resources Department

The City of Rockport is accepting applications for the position of **City Secretary**. This position is responsible for planning, organizing and managing the operations of the Office of the City Secretary. Among other duties the City Secretary manages City Council meeting activities; collects and conducts initial review of agenda items; prepares agendas and meeting notices; attends meetings and records minutes; finalizes ordinances and resolutions for the record; ensures the publication of minutes, ordinances and resolutions, and provides administrative support to the Mayor, City Council. The City Secretary also Responds to open records requests from the public and attorneys; ensures that protected information is redacted from records before being provided as required by law; trains city departments on open records procedures and monitors timely compliance with state law; responds with requests are denied. They also serve as Municipal Election Administrator, coordinate municipal elections through the County; prepare all election information for council candidates, election orders, resolutions, notices, and other pertinent documents; coordinates with the City Legal department to ensure conformance with election and government code. Along with these administrative duties, this position also organizes City records, processes Alcohol, vender, taxicab, and wrecker permits, arranges meetings, prepares the council budget, coordinates public hearings and budget meetings, and much more. There is a link the full job description in the application.

Must have a High School diploma or equivalent; Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with five years' experience or service. Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated. Possession of or ability to readily obtain a Texas Registered Municipal Clerks Certification within 3 years. Possession of or ability to readily obtain a Texas Notary Public Commission. Ability to be bonded.

As this is an Unclassified Salaried Exempt position, the salary is to be an amount agreed upon with City Council upon hiring depending on qualifications, plus benefits. Employment applications may be obtained at <https://cityofrockport.bamboohr.com/careers/57?source=aWQ9MjQ%3D> or scan the QR code to the right. A negative pre-employment drug test and pre-employment physical are required as part of the City of Rockport employment process. The City of Rockport is an EOE/ADA employer. Position open until filled, however, the vacancy may close without notice.

