

The City of Goliad is seeking an experienced City Secretary/Administrator. Knowledge of Texas Local Government laws for General Law Cities, The Texas Open Meetings Act and the Public Information Act a necessity. Responsible for record keeping, minutes, correspondence, attendance at P&Z meetings as well as Economic Development meetings. Must be certified as a City Secretary within three years, knowledgeable in Election Law and budgeting. Salary based on experience, Benefits include employee health insurance, Holiday sick and vacation days and TMRS retirement 7% 2-1. Please submit resume **and** City provided application to City of Goliad, City Secretary search, PO Box 939 Goliad, Texas. We are an EOE employer.