

The City of Granite Shoals is seeking candidates for the position of City Secretary/HR Manager. The City Secretary is an officer of the City, appointed by the City Manager. The City Secretary provides residents with public information, conducts City elections, prepares official minutes of the City Council meetings, serves as the Human Resource Manager, and serves as the Official Records Management Officer for the City. The candidate must have a positive attitude working with citizens both in person and over the phone. Bi-lingual, English/Spanish is a plus. Salary is competitive to the area with a range between \$55,000.00 and \$70,000.00 depending on qualifications and experience. Benefits package includes vacation, sick leave, holidays, health insurance and pension through Texas Municipal Retirement Services.

### **Preferred Qualifications**

- Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, library science, records management, or a closely related field
- Three years of increasingly responsible administrative experience, preferably in a municipal setting
- Possession of, or ability to obtain, certification as a municipal clerk from the Texas Municipal Clerks Association
- Possession of, or ability to obtain, records management and human resources certifications
- Possession of, or ability to obtain a Texas Notary Public Commission
- Ability to attend regularly scheduled meetings held after 5:00 p.m. for various committees and events.

**To apply, please send your information to City Manager, 2221 N. Phillips Ranch Road, Granite Shoals, Texas 78654 with the following information:**

1. A city application. It can be downloaded and or completed from city website at [www.graniteshoals.org](http://www.graniteshoals.org).
2. A cover letter of at least one page explaining why you are interested in the position.
3. A copy of your resume in PDF (preferred) or Microsoft Word format.
4. A list of at least three professional references including phone number and email address.
5. Any other information or materials that you believe will help us evaluate your candidacy.

**Please do not fax or email applications and required documents. Position open until filled. Granite Shoals is an Equal Opportunity Employer.**