The City of McLendon-Chisholm is a General Law Type A Municipality located in Rockwall and Kaufman Counties. McLendon-Chisholm has a population of approximately 3,200 and is one of the fastest growing communities in the area. Critical duties include coordinating elections with the county, serving as Records Administrator, serving as Court Clerk, serving as City Treasurer and preparation of all meeting agenda packets. McLendon-Chisholm operates with a small staff so candidate must be flexible and willing to take on additional duties as assigned. Expected salary range is $45,000-$65,000 DOQ.

To apply, please visit mclendon-chisholm.com, complete and application and letter of interest and return to City Administrator Lisa Palomba. Applications may be sent via email to lisa@mclendon-chisholm.com or by mail or in person to 1371 W. FM 550, McLendon-Chisholm, TX 75032. Application period will close January 30, 2020.

Job Responsibilities

Prepare City Council, Planning & Zoning and Board of Adjustment meeting agenda packets.

Attend every meeting of the City Council and keep accurate minutes of the proceedings of the City Council and post minutes once approved.

Engross and enroll all laws, resolutions, and ordinances of the City Council.

Keep the corporate seal.

Serve as Records Administrator and take charge of and preserve all books, records, papers, documents, and files of the city.

Countersign all commissions issued to city officers and licenses issued by the mayor and keep a record and register thereof.

Draw all warrants on the city accounts, and countersign the same, together with the mayor, and keep an account thereof.

Serve as City Treasurer

Keep a register of all bonds and bills issued by the city.

Keep a record of all contracts of the city.

Countersign all bonds issued by the city.

Perform such other duties as the City Council may require.

The City Secretary-Treasurer shall also be the ex-officio clerk for the municipal court and shall keep minutes of the proceedings of said court, issue all process, and generally perform all of the duties of the clerk of a court as prescribed by law for a county clerk insofar as the same may be applicable.
**Required Knowledge, Skills and Abilities**

Basic Knowledge of City Planning including zoning and subdivision approval process and Board of Adjustment Process

Experience with maintaining city website and posting to social media

Proficient in Microsoft Word, Excel, PowerPoint and Email

Experience in Operating audio/visual equipment to record and/or live stream Council Meetings

Experience with iCompass Agenda Management is preferred.

Excellent organizational, time management and interpersonal skills

Ability to maintain confidentiality

Exceptional problem-solving skills with consistent follow-through

Attention to detail and accuracy

Excellent collaboration, verbal and written communication skills

 Ability to work well with all levels of staff and vendors

Strong work ethic and ability to multi-task

Politically neutral

Election Law

Municipal Finance and budgeting

**Qualifications:**

Some college preferred. Texas Registered Municipal Clerk Certification or ability to obtain within 3 years. Notary Public or ability to obtain. Prior experience as a City Secretary or closely related field is preferred. Must be willing to work nights and odd hours as required.