

The City of Tye is accepting applications for the position of City Secretary. The City Secretary is an officer of the City, appointed by the City Council. The City Secretary provides residents with public information, conducts City elections, prepares official minutes of the City Council meetings, and serves as the Official Records Management Officer for the City. The City Secretary also serves as the Treasurer of the City and the Human Resource Officer. The candidate must have a positive attitude working with citizens both in person and over the phone. Salary is between \$40,000.00 and \$55,000.00 depending on qualifications and experience. Benefits package includes vacation, sick leave, holidays, health insurance and pension through Texas Municipal Retirement Services.

Preferred Qualifications

- Prior experience in Administrative duties
- Supervise employees
- Texas Municipal Clerk Certification
- Accounting and/or bookkeeping experience
- Experienced use in Word and Excel
- Certification as a Notary Public
- Attendance at continuing education programs to meet requirements for continued certification.

To apply: email to danette.dunlap@cityoftye.org

or In person: 205 North Street
Tye, Texas 79563 –
(325)692-8588

1. Application can be downloaded from city website at www.cityoftye.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.

Position open until filled. Tye is an Equal Opportunity Employer.