

# **CITY SECRETARY**

## **POSITION SUMMARY**

The City Secretary provides professional administrative and clerical support to the Mayor, City Administrator, and City Council. The position is responsible for maintaining the official records of the Village in compliance with the Texas State Library and Archives Commission Records Retention Schedule.

The City Secretary serves as the election administrator for municipal elections and coordinates and administers each regular and special municipal election. The City Secretary is responsible for managing requests made under the Public Information Act and provides backup to the City Hall customer service desk. In addition, the City Secretary provides administrative oversight and support to the Tourism Department, assisting the Tourism Coordinator with reporting, and project coordination to ensure that tourism programs and promotional efforts align with City goals.

The City Secretary must exercise discretion, independent judgment, and maintain confidentiality in handling sensitive and confidential information.

## **JOB DESCRIPTION**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Prepare, post, and distribute agendas, packets, and minutes for the City Council, Planning and Zoning Commission, and other boards and committees as required.
- Attends all City Council meetings and records proceedings.
- Attends Planning and Zoning Commission meetings and records proceedings.
- Officially records all ordinances and resolutions.
- Provides administrative and clerical support to the City Administrator.
- Record, prepare, and preserve official meeting minutes and proceedings.
- Serve as Chief Election Officer and conduct all regular and special elections in accordance with the Texas Election Code.
- Administer oaths of office and coordinate the swearing-in of elected and appointed officials.
- Serve as the Village's Records Management Officer, maintaining and implementing records retention and destruction schedules in accordance with state law.
- Oversee preparation, posting and distribution of agendas and packets for public meetings.
- Manage and respond to requests under the Texas Public Information Act.
- Prepare official notices, ordinances, resolutions, proclamations, and other legislative documents.
- Submit and coordinate public hearing notices for publication in accordance with legal requirements.
- Maintain and update City Secretary web pages and online public information to ensure accuracy and accessibility.
- Excellent customer service skills with the ability to communicate courteously and effectively with co-workers, elected officials, and the public in person, by telephone, and in writing.
- Draft staff reports, memoranda, correspondence, and special project documents for City Council and administration.
- Support the Mayor, City Administrator, and City Council by coordinating special projects, research, and administrative functions.
- Provide administrative and clerical support to the Tourism Department and assist the Tourism Coordinator/Director in implementing tourism programs, projects, and events.
- Review and process tourism-related expenditures, contracts, and reports in accordance with city policies.
- Ensure that tourism-related projects, advertising, and promotions comply with City and Council directives.
- Support the coordination of community events and tourism initiatives that promote Surfside Beach.
- Maintain knowledge of relevant municipal laws, Open Meetings Act requirements, and records management standards.
- Participate in the Texas Registered Municipal Clerk (TRMC) Certification Program within one year of employment and complete certification within five years, as allowed by the adopted budget.
- Perform other duties as assigned or required by the Mayor, City Administrator, or City Council.

### **REQUIREMENTS**

- Minimum of three (3) years of general office administration experience involving public contact.
- Minimum of three (3) years of experience in municipal or local government operations, with some supervisory responsibility preferred.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and digital records management.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.

**EDUCATION**

- High school diploma or GED equivalent required, college coursework or degree in public administration, business, or related field preferred.
- Valid Texas Class C Driver's License.
- Notary Public, or the ability to obtain within six (6) months of hire.
- Texas Registered Municipal Clerk (TRMC) certification preferred.

**PREFERRED QUALIFICATIONS**

- Excellent written and verbal communication skills.
- Demonstrated ability to work independently and as part of a team.
- Knowledge of Texas Local Government Code, Texas Election Code, Open Meetings Act, and Public Information Act.
- Ability to research, analyze, and recommend administrative or policy solutions.
- Professional demeanor with the ability to maintain confidentiality and composure under pressure.
- Commitment to upholding the Village of Surfside Beach's Code of Ideals and serving the public with integrity and respect.

**PHYSICAL DEMANDS**

- Typically requires sitting, talking, hearing, seeing, standing, walking, driving, use of, and ability to operate office equipment and machines.
- May require occasional lifting, lowering, pushing, or pulling of 10 - 25lbs. and occasionally up to 50+ lbs.

**JOB INFORMATION**

- Job ID:05012026
- Location: Surfside Beach, Texas, United States
- Position Title: City Secretary
- Company Name: The Village of Surfside Beach
- Job Function: City Hall
- Salary: DOQ
- Required Travel: 0-10%
- Position Deadline: Open Until Filled