

CITY OF MEADOWS PLACE – CITY SECRETARY

Background

The City of Meadows Place is a General Law city located along U.S. Highway 59 off Beltway 8. Meadows Place is the closest city in Fort Bend County to Houston. We offer easy access to major metropolitan area amenities, including the arts, sporting events, entertainment, dining, shopping and the Texas Medical Center. We also have a wide variety of retail and medical facilities, as well as a number of outdoor activity options, right here in our own community.

The City Secretary is a statutory position required by State law and serves as an officer appointed by and under the direction of the City Council.

Job Knowledge and Description

In addition to the statutory duties the City Secretary serves as a member of the City's Management Team. This position oversees the functions of the City's Secretary's office including Records Management, Elections, and coordinates public meetings for City Council, Boards and Commissions. **This position also serves as the Human Resource Director** and supervises Municipal Court and the Utility Clerk.

The person shall have knowledge of the Texas Election Code, Texas Local Government Code, Texas Public Information and Texas Open Meetings Act; knowledge of writing rules and standards; knowledge of State Law and City Ordinance; basic knowledge related to local government administration, municipal election laws and duties; knowledge of basic accounting principles; knowledge of document retention and record management; knowledge of secretarial and administrative practices; knowledge of computer systems including Microsoft Window, Microsoft Office (Word, Excel, PowerPoint, Access); basic knowledge of Human Resources and regulations.

Job Responsibilities

This person will provide recommendations as to processes, policies and procedures to carry out in support of this vision. This is a highly visible position that should be dynamic, forward thinking and maintain open and honest communications while creating and maintaining relationships within all levels of the City organization and external parties who have business with the City. The person must have excellent oral and written communication skills including accurately recording of information in precise, written form; highly skilled in computer operations using Microsoft Office applications; skill in operating office equipment including copiers, scanners, and fax machines. Excellent organizational, document management and record keeping skills.

The City Secretary is specifically responsible for the following:

- Serves as Human Resources Director
- Prepares and manages agendas for the City Council, Boards and Commissions
- Compiles supporting documents for agendas, posts meeting notices to the City's bulletin board and City's website.

- Attends evening meetings of the City Council and other Boards and Commissions.
- Publishes all required legal notices in the official newspaper of the City within the appropriate time requirements dictated by state law.
- Responds to requests for information.
- Maintains custody of the City seal and official records of the City including ordinances, resolutions, minutes of the City Council, contracts, agreements, etc.
- Attests to all official documents of the City.
- Serves as the Official Records Management Officer for all City documents and insures City is compliant with state law.
- Receives, on behalf of the City, applications for public office.
- Coordinates with County Election Administrator and clears all election changes through the Justice Department.
- Serves as key member of the City's Emergency Management Operations Team.
- Assists in preparation and management of various budgets.
- Assists other departments with customer service as needed.
- Attend schools and seminars as required.
- Perform such other duties as may be required City Council.

Key Requirements

- High School Diploma and 5 years related experience as a City Secretary.
- College degree preferred.
- 3-5 Years of managing to a budget, preferably a City or Municipality.
- Expert communicator and conflict management skills.
- Bondable
- Valid Texas Driver's License

Salary and Benefits

Salary: Up to \$100,000 depending on education and experience

FLSA: Full Time – Exempt (9/80 Work Schedule)
 Monday – Thursday 7:30 a.m. to 5:00 p.m.
 Every other Friday 8:00 a.m. to 4:30 p.m.

Benefits: Medical, Dental and Vision Insurance (93% of premium covered by the City), TMRS Retirement (5-year vesting and a 2:1 City match)

Voluntary Benefits: Life Insurance, Mission Square 457B Retirement, AFLAC

If interested in this position, please complete a Meadows Place application, found on the City website, <https://cityofmeadowsplace.org/government/job-opportunities/>, and submit to the City Secretary at citysecretary@cityofmeadowsplace.org. If you have any questions, please call 281-983-2931.

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