



JOB DESCRIPTION
City Secretary
Full-time, Exempt: Salary DOQ

- a) Prepares and posts agendas and public notices for all City Council, Planning & Zoning Commission meetings, and other board or commission meetings, as necessary.
- b) Attends all meetings of the City Council; and prepares and preserves official minutes, records, laws, resolutions, ordinances and actions of the City Council.
- c) Compiles and prepares Council and Planning & Zoning Commission agenda materials for distribution.
- d) Prepares ordinances and resolutions in coordination with the City's law firm
- e) Serve as the general bookkeeper, with oversight from the Village Treasurer.
- f) Maintains all City contracts and agreements. Assists City Administrator with creating draft agreements and contracts for review by the City's law firm.
- g) Updates the city website
- h) Prepares documents for and administers the bidding process.
- i) Maintains custody of the City seal and attests to official documents.
- j) Responsible for releasing public information in accordance with the Texas Open Records Act.
- k) Administers oaths and attests contracts, assessment certificates and other legal instruments when executed by the authorized officers of the City.
- l) Serves as Record Management Officer and oversees the City's record retention program. Assists in preparation and notification of official actions.
- m) Serves as administrator for all City elections, including posting and publishing of notices as required by law. Handling all early voting procedures and being available in the City Secretary's office on Election Day.
- n) Receives petitions, initiatives, and referendums, and applications for office, and verifies applications and petitions on behalf of the City.
- o) Certifies acknowledgement of all applications for permits or licenses to serve alcoholic beverages within City limits.
- p) Prepares correspondence for the City Secretary's Office, the City Administrator, and the Mayor and Council as required.
- q) Assists the City Administrator on special projects and initiatives.
- r) Provides back up for the court clerk, as needed.
- s) Engross and Enroll all laws, resolutions, and ordinances of Board of Aldermen. Keep a register of all bonds and bills issued by the municipality.
- t) Perform such other duties as the City Administrator may require.

Benefits: The Village offers a competitive benefits package including but not limited to a 2:1 TMRS match, health insurance, and 15 days of vacation. Applications accepted at the Village of Salado Municipal Building, 301 N. Stagecoach Road, Salado, TX or via email to kfoutz@saladotx.gov. Position is open until filled.