The City of Marfa, Texas, is accepting resumes and applications for the position of City Secretary.

**Job Description: City Secretary**

Primary duties and responsibilities include:

- Processes and prepares responses to general calls and inquiries, open records request, subpoenas, complaints and web inquiries.
- Organizes and maintains official records and originals of City ordinances, contracts, policies, and administrative management, confidential and reference correspondence and documents; develops, organizes and maintains a records management file system.
- Provides support to the City Council, Boards and Commissions related to meeting postings and notices, agenda preparation and assists with Board and Commission record keeping. Takes and organizes minutes and recordings of Council meetings.
- Conducts legal research; reads and interprets City ordinances, laws, regulations, and policies.
- Prepares certified copies, reports, forms, proclamations, and certificates of recognition; proofreads materials for accuracy, formatting, grammar, and spelling.
- Serves as the City’s Records Manager.
- Serves as the City’s Election Administrator.

Qualified candidates will have:

- Associate Degree in Business Administration or related field; and three (3) years of progressively responsible administrative secretarial experience; OR an equivalent combination of education, training, and experience.
- Texas Municipal Clerk certification, preferred
- Knowledge of:
  - Local governmental ordinances, policies, and procedures.
  - General office procedures.
  - Confidential records management practices and procedures.
  - Local election law, process and procedures.
- Skills in:
  - Establishing and maintaining effective working relationships.
  - Operating a personal computer, standard office software suites and general office equipment.
  - Communicating clearly and effectively, both orally and in writing.
  - Reading and interpreting law, policies, procedures, and regulations.
  - Completing multiple tasks simultaneously
- Experience in:
  - Grant writing, narrative and expository writing, strongly desired.
The position will remain open and posted on City’s website until filled. Salary will depend upon qualifications and experience.

To apply submit resumes and applications to the City Manager, 113 S Highland Ave., City of Marfa, Texas 79843.

The job description and job application can be found on the City of Marfa website. Candidates may also apply through the Texas Municipal League Careers website. The web address is https://tml.careerwebsite.com/jobs/function/administrative/. Follow the link provided then scroll down until you reach the City of Marfa position listing.