



Career Opportunity: Town Secretary

The Town of Pantego is currently accepting applications for the position of Town Secretary. Pantego is situated in the heart of the Dallas-Fort Worth area of North Texas and is bounded by the City of Arlington on three sides. Pantego is located approximately two miles north of Interstate-20 and three miles from AT&T Stadium.

The Town Secretary is appointed and selected by Town Council. The Town Council consists of the Mayor and five Council members who are all elected at large. As a member of the administrative team, the Town Secretary is an excellent opportunity for active involvement in various aspects of Town administration.

Minimum Qualifications:

Bachelor's Degree in Business or Public Administration, or related field is preferred; AND five (5) or more years municipal government experience, including at least two (2) years of supervisory experience; OR an equivalent combination of education and experience.

Position Summary:

Under limited supervision, performs the mandated functions and statutory requirements of the Town Secretary's office as defined by state law; performs technical, legal and administrative duties in managing the official records of the Town, maintains required historical municipal data; and conducts municipal elections; serves as assistant to the Mayor and Town Council; assists the City manager as needed and performs other administrative functions in accordance with State laws and Town ordinances.

*Please see attached complete job description for additional requirements.

Compensation & Benefits

The starting salary for the Town Secretary will be commensurate with experience and qualifications of the candidate. The Town offers a benefit package comparable to other municipalities including medical and dental insurance, paid vacation, sick leave and holiday leave, and participation in the Texas Municipal Retirement System (TMRS). Employees are vested in their retirement after five years.

Application Process:

Qualified individuals should submit a cover letter, resume, current salary information, five business references, and a completed application by mail e-mail, or in person to:

Matthew Fielder,
City Manager Town of Pantego
1614 S. Bowen Road
Pantego, TX 76013
Phone: 817.617-3700

Applications may be downloaded from the Town's website at:

<http://www.townofpantego.com>

The Town of Pantego is an equal opportunity employer. The Texas Public Information Act may require disclosure of applicant information at any stage of the process.

Primary Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by the employee assigned to this position, only a representative summary of the primary duties and responsibilities.

- Plans, manages and coordinates the day to day operations of the Town Secretary's office; assures program objectives and standards are defined, attained, communicated, and congruent with the strategic goals of the Town; and evaluates and recommends changes and improvements to programs, priorities, policies, procedures and special projects for the division.
- Assumes responsibilities as designated in the Town's Emergency Management Plan.
- Assures official Town activities are in compliance with Federal, State, and Town policies and practices.
- Assists in providing for the delivery of excellent customer service to Town employees, officials, and representatives from other local, State and Federal agencies and the general public.
- Assists with planning and managing the office staff with regards to the Town Council, and Boards and Commissions.
- Develops annual division operating budget; manages all financial aspects of division.
- Oversees records management program, assures the accuracy of technical files and official records, and assures Town records management program is in compliance with Texas statutes.
- Assists with communications between the Town Council and other Town departments; clarifies issues relating to Town Council meetings and formal meeting procedures; and reviews and assists with information packet compilation, preparation and distribution.
- Directs the technical preparation, recording and transcribing of proceedings of official meetings and public hearings of the Town Council, Boards and Commissions; attends meetings and assures completion of required follow- up on meeting action items.
- Assists with the review and compilation of meeting agendas and supporting documentation; manages official documents, including but not limited to: adopted resolutions, ordinances, agreements, contracts, meeting minutes and other official records after each meeting; and manages the publication of official notices, agendas, ordinances and resolution

- Attends meetings of the Town Council, Pantego Economic Development Corporation, and as necessary, other Boards and Commissions.
- Plans and coordinates Town elections and assures compliance to state laws and regulations.
- Monitors and reviews trends in municipal legislation and public records issues, and recommends updates in policies and procedures.
- Reviews and processes open records requests and special permits. Accepts and verifies petitions filed by citizens.
- Maintains board and commission membership information, and provides staff liaison services as assigned.
- Collects, compiles and analyzes data and information, and prepares and presents reports.
- Manages special projects as directed; interprets and explains Town and state regulations.
- Maintains the Town's website, and other forms of social media.
- Performs other duties as assigned or required.
- Provides secretarial support to Mayor, Council members, and City Manager by distributing mail, preparing correspondence and proclamations, typing and filing, arranging meetings and maintaining appointment calendars receiving telephone calls and visitors and handling travel arrangements.

Required Skill in:

- Superior organization and time-management skills with the ability to multi-task in a fast-paced, deadline-driven environment.
- Detail oriented with in-depth knowledge and application of English grammar with the ability to draft various types of correspondence and other written materials; must be able to proofread.
- Understanding and applying statutory standards and procedures, applicable state and Federal rules and regulations, and parliamentary procedures governing public meetings.
- Analyzing technical and statutory issues, evaluating alternatives, and making decisions based on findings. Monitor and controlling the confidentiality of City information, according to the standards of the Privacy Act of 1974.

- Reviewing, correcting and maintaining complex and extensive records. Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with City employees, officials, the general public, and representatives from other local, state and Federal agencies.
- Tactful, diplomatic, and effective communications skills with a wide variety of people. Supervising and leading staff, and delegating tasks and authority.
- Communicating clearly and effectively, both verbally and in writing; preparing and presenting clear and concise reports and correspondence.
- Significant Knowledge and experience in the use of MS office products is preferred, as is sound recording device and overhead projection use, and the organization of electronic files, and document management/imaging systems. Accurately type at least 75 words per minute

Required Licenses and Certifications:

Certification as a Municipal Clerk in the State of Texas is preferred or must be acquired within three (3) years of hire date.

Must possess a valid Texas Driver's License.

Certification as a Notary Public is required.

Physical Demands / Work Environment:

Work is performed in a standard office environment and includes sitting, standing, walking and bending for extended periods of time, and must be able to safely lift and carry materials and objects up to thirty (30) pounds. May be required to work immediately before, during or immediately after an emergency or disaster.