



ADMINISTRATION CITY SECRETARY

Pantego occupies about one square mile in the heart of Dallas-Fort Worth (DFW) – the nation’s fourth largest metro area. We are two miles north of I-20 and bounded on three sides by Arlington. Though our weekday population exceeds 200,000, the residential population is just 2,650.

Staff, under the direction of the Mayor and Council, strive to preserve the small-town charm that our residents appreciate. Still, Town Hall is within ten miles of AT&T Stadium (home of the Dallas Cowboys), Globe Life Field (home of the Texas Rangers), Texas Live!, and Six Flags; or, thirty minutes from Fort Worth’s historic Stockyards, downtown Dallas, or DFW International Airport.

HISTORY & FORM OF GOVERNMENT
COMMUNITY PROFILE

*“SMALL TOWN CHARM...
BIG CITY OPPORTUNITIES”*

QUALIFICATIONS

- Bachelors in business or public administration (or related field) is preferred
- Texas Registered Municipal Clerk (TRMC) Certification or ability to obtain within two (2) years of hire date
- Licensed Notary Public
- Valid Texas Driver’s License
- 5+ years of municipal government experience, including at least 2 years of supervisory experience
- Pre-employment drug screen

STARTING PAY (DOQ)

\$75,000 to 90,000

APPLY TODAY

TOWNOFPANTEGO.COM/JOBS

Submit application to:
HR@townofpantego.com

Christie Barris

Human Resources Coordinator
1614 S Bowen Road,
Pantego, TX 76013

ROLE SUMMARY

Because the City Secretary plays a key role in the legislative and administrative processes, this position is selected and appointed by Town Council. Daily, they report directly to the City Manager. Annual reviews are offered by both the City Manager and the Mayor and Town Council.

Under limited supervision, this role performs all functions and statutory requirements of the City Secretary’s Office. This includes technical, legal, and administrative duties related to managing records; publishing agendas, packets, and minutes; creating legal postings and notices; engrossing and enrolling all resolutions and ordinances; fulfilling requests subject to the Texas Public Information Act (PIA); conducting municipal elections via contract with Tarrant County; providing administrative assistance to the Mayor, Town Council, and the City Manager; and maintaining the Town’s website, social media, and newsletter.

ADMINISTRATION: CITY SECRETARY

CLASSIFICATION	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temp/Intern <input type="checkbox"/> Hourly (Non-Exempt; Eligible for OT, as approved) <input checked="" type="checkbox"/> Salary (Exempt)
STARTING PAY	\$75,000 to \$90,000 (DOQ)
SCHEDULE	Monday through Friday, 8 a.m. to 5 p.m., plus after-hours meetings Must attend all Regular and Specially-called Town Council and Pantego Economic Development Corporation (PEDC) Meetings; See townofpantego.com/calendar
FACILITY	Town Hall (1614 S Bowen Road, Pantego TX 76013)
REPORTS TO	City Manager (daily supervision and annual review); Mayor and Town Council (appointment and annual review)
WORKS ALONGSIDE	Directors and Chiefs
COORDINATES WITH	Elected and Appointed Officials (both internal and external); all community stakeholders
SUPERVISES	Not Applicable

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act (ADA), may include any of the following representative duties, knowledge, skills, abilities, and physical and mental demands listed below. As this is not a comprehensive list, you may be assigned duties which are not listed below. Basic expectations such as regular and punctual attendance are not routinely listed in job descriptions but are an essential function. Reasonable accommodation will be provided as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

- Plans, manages, and coordinates the daily operations of the City Secretary's Office; assures departmental objectives and standards are defined, attained, and congruent with the strategic goals of the Town; monitors industry trends, evaluates procedures, and recommends improvements; provides critical input regarding compliance with Federal, State, and local law, policies, and practices
- Alongside the City Manager, serves as a liaison between Town Council, the PEDC, and staff
- Oversees annual application and appointment process for all boards and commissions; maintains membership and contact information, and provides staff liaison services as assigned
- Develops and ensures compliance with annual departmental operating budget
- Safeguards, catalogs, and retrieves all official documents, including but not limited to, resolutions, ordinances, minutes, Interlocal Agreements (ILAs), Memorandums of Understanding (MOUs), contracts, agreements, oaths and statements, affidavits of publication, etc.
- As the Records Management Officer (RMO): ensures compliance with all TSLAC retention schedules and related statutes; oversees records management program including reviewing and logging all destruction; advises other departments regarding best practices regarding storage and cataloging
- Oversees the development, compilation, review, and publication of public meeting agendas and all supporting documentation and required legal notices; coordinates with the City Attorney regarding drafting of ordinances and resolutions, review of contracts, and agenda language; proofreads staff reports; keeps the City Manager apprised of agenda packet progress; publishes, posts, and distributes the agenda and packet in a timely and appropriate manner ensuring compliance with state law
- Attends, records, and prepares the official minutes for all meetings of the Town Council and PEDC
- Reviews Planning and Zoning (P&Z) Commission and Zoning Board of Adjustment and Appeals (ZBA) agendas, packets, and minutes; ensures that staff posts and advertised meetings or actions appropriately
- Following meetings, ensures the implementation of actions approved by the governing body; coordinates the execution of all approved documents; provides executed documents to all involved parties; publishes adopted ordinances as required by law; publishes approved minutes; ensures that all adopted ordinances

Items described herein are illustrative of the types of tasks that may be required. However, job descriptions published by the Town of Pantego, Texas, (townofpantego.com/jobs) are not intended to be exhaustive of all responsibilities, duties, or skills required. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the role. Each role and its related compensation and benefits are subject to review and alteration at any time – with or without notice. Though every effort is made to ensure accuracy, errors contained within shall not be legally binding nor shall they create any obligations.

The Town of Pantego does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the EEOC under Title I of the ADA. If you require reasonable accommodation during the application process or have a question regarding an essential job function, call 817-617-3722 or Relay Texas by dialing 7-1-1. View additional information at townofpantego.com/HR.

and resolutions are published online and enrolled/engrossed annually

- Serves as custodian of the seals for the Town and the PEDC; countersigns, attests, and seals documents executed by the Mayor or City Manager; provides or coordinates for notarial services as needed
- As the Local Elections Administrator: coordinates general and special elections; accepts candidate and campaign finance filings; oversees the contract with Tarrant County Elections; posts all legal notices; and assures compliance with state laws and regulations
- Processes Public Information Act (PIA) requests, petitions, and TABC applications
- Responsibilities as defined in the Town's Emergency Management Plan
- Collects, compiles, and analyzes data and information and prepares and presents reports; manages special projects as directed by the City Manager or Town Council; coordinates with the City Attorney to review compliance with local, state, and federal laws
- Maintains, monitors, and oversees the Town's online presence and printed materials including the website, social media, e-newsletter, monthly printed newsletter, flyers, FAQs, etc.
- Provides administrative support to the Mayor, Councilmembers, and City Manager by preparing correspondence and proclamations, arranging meetings, receiving calls and emails, handling travel arrangements, and sending alerts and reminders regarding events and invitations

REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of and a dedication to continuing education regarding federal, state, and local laws including the Texas Local Government Code, Elections Code, Open Meetings Act, and Public Information Act
- Foster strong relationships with and provide excellent customer service to colleagues, elected and appointed officials (both internal and external), residents, community stakeholders, and the public
- Communicate effectively with colleagues, other governmental agency representatives, City officials, and the public, including proper usage, spelling, grammar, and punctuation
- Superior organization and time-management skills with the ability to prioritize multiple tasks in a fast-paced, deadline-driven environment
- Software and platforms regularly utilized: Microsoft 365, Adobe Acrobat, OneDrive, Laserfiche, EvoGov (website), CodeRED, Constant Contact, and Venus Control Suite (marquee signs); the Town does not utilize software for agenda management or PIA tracking; ability to create graphics in Photoshop, Canva, or similar is preferred; overseeing the redesign and/or migration of the website in the near future
- Business letter writing; creating, proofing, and editing staff reports, and compiling; analyzing data

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EXPERIENCE, TRAINING, LICENSING, AND CERTIFICATES

Any equivalent combination of education, training and experience that would likely provide the required knowledge, skills, and abilities to successfully perform the essential functions of the job is qualifying. A typical way to obtain the knowledge and abilities would be:

- High School Diploma or GED required
- Five (5) or more years of municipal government experience, including at least two (2) in a supervisory role
- Texas Registered Municipal Clerk (TRMC) Certification or ability to obtain within two (2) years of hire
- Bachelor's or Associate's degree from an accredited college or university with major course work in public administration, business administration, records management, or a related field is preferred; a combination of significant local government experience and/or training may serve as a substitute for this, including Certified Municipal Clerk (CMC) via the International Institute of Municipal Clerks (IIMC), Texas Certified Public Manager Program via Texas State University, or other similar programs or certifications
- Possession of, or ability to obtain a Texas Notary Public Commission; Notarial services under any bond provided for by the Town shall only be used for authorized and official Town or PEDC business
- Valid Texas driver's license
- Pre-employment drug screen

WORKING CONDITIONS

- **Environmental:** Work is performed in a standard office environment and is generally sedentary. Employee will be exposed to computer screens and have frequent phone and personal contact with staff, elected and appointed officials, and the public. Flexible work hours involving evenings and weekends is required. May be required to work immediately before, during or immediately after an emergency or disaster.
- **Physical:** While performing the essential and marginal functions, the employee may be required to maintain physical condition necessary for adequate physical performance abilities including: bending, stooping, kneeling, crawling, climbing; sitting for prolonged periods of time; use of both hands and both arms, the use of legs; walking, standing; finger/manual dexterity is essential; required to drive within and outside the city. Adequate speech, hearing and eyesight required; carry, push, pull, drag or hold moderately weighted objects; visual acuity and ability to distinguish color.

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