



City Secretary

Town of Addison, TX

ADDISON

About Addison, Texas

Addison is a suburb in the Platinum Corridor of North Texas that boasts a daytime population of over 150,000, with over 17,000 residents that call it home. Located in Dallas County, Addison is one of the best places to live in Texas as it perfectly blends the diversity and excitement of a big city with the ambiance of a small town. Addison is a bustling town, alive with entrepreneurial spirit, where small start-ups to major corporations are headquartered, including Mary Kay Cosmetics and Hitachi Consulting. Over 2,000 businesses call Addison home; they have discovered that the community's desired central location makes it easy to find a highly educated workforce, and that the business climate has the right ingredients to be successful. The community is truly a destination where it all comes together!

Located halfway between downtown Dallas and Plano, Addison is located at the center of the DFW metroplex. With over 200 restaurants, upscale shopping, beautiful residential communities, award-winning parks, and nationally recognized events, it is no wonder why so many choose to live, work, play, and visit Addison.





City Government

Addison was incorporated on June 15, 1953, and became the Town of Addison with the adoption of a new charter on April 3, 1982. The charter established the Council-Manager form of government. The Council is comprised of a Mayor and six members who are elected at-large. In Addison, the Mayor and City Council are elected for two-year terms and may serve up to three successive terms.

The Council's responsibility is to enact local legislation, adopt budgets, determine policies, and appoint the City Manager. The City Manager serves as the chief administrator, ensuring the Council's policies are carried out.

City Secretary Position

Appointed by the Mayor and City Council, with day to day supervision delegated to the City Manager, the City Secretary is a statutory position required by state law to manage city records. The City Secretary serves to enhance public participation in municipal government and safeguard the democratic government process through transparent open government and open records. The City Secretary provides technical and professional support to the Mayor, City Council, and other high-level staff, and serves as liaison with other Town departments, outside agencies, other branches of governments, and the public on behalf of City Council.

Additional responsibilities of the City Secretary include:

- Election Management and Administration
- City Council Support
- Open Records / Open Meetings
- Records Custodian/Records Management Officer



Essential Functions and Responsibilities

- Provides support to Council; schedules meetings and updates the Council calendar; prepares minutes for Council meetings; creates proclamations and letters as needed; obtains signatures on legal documents.
- Prepares, compiles, and reviews agenda items and packets for delivery to Council and publication; updates code of ordinances for Town website and newspaper publication.
- Gathers responsive documents and reviews for redactions; responds to requests made through open records request guidelines.
- Maintains citywide records retention program and updates with Texas State Library.
- Maintains open records policy and provides training for Town departments.
- Maintains records database for the Town; scans contracts, resolutions, minutes, and ordinances; conducts records destruction in accordance with established guidelines; coordinates off-site storage delivery as needed.
- Coordinates with the County for elections; adheres to State guidelines for calling and publishing election notices; collects candidate paperwork and financial information; completes various early voting and election day duties; prepares all paperwork for newly elected members.
- Oversees preparation, administration, and monitoring of the department budget.
- Verifies the validity of applications for the Texas Alcoholic Beverages Commission (TABC) and signs off for processing.
- Prepares and makes presentations to staff and Council meetings regarding items impacting the City Secretary function.
- May be asked to perform additional job duties that are directly, indirectly or completely unrelated to normal job functions in the course of presenting certain Town special events.



Knowledge, Skills, and Abilities

Knowledge of:

- Applicable local, State, and Federal laws, codes, and regulations.
- Municipal election procedures.
- Records retention policies and procedures.
- Municipal laws and operating procedures.
- Modern office practices, procedures, and equipment.
- Project management practices.

Skill in:

- Establishing and maintaining effective working relationships.
- Interacting with the public professionally and tactfully.
- Operating a computer, including standard software and some specialized software.
- Communicating effectively both verbally and in writing.

Education and Experience

Qualified candidates will have an Associate's degree in Public Administration, Business, or a related field and a minimum of five years of experience and/or training as a City Secretary. This position requires the ability to utilize a variety of advisory data and information including the Texas Local Government Code, Election Law Manual, Open Meetings and Records Act Handbooks, and the City Code of Ordinances, as well as the ability to establish and maintain harmonious relations with fellow employees, Town officials, and outside contractors.

License Requirements

- Texas Registered Municipal Clerk (TRMC) certification is preferred.
- A valid Texas Driver's License is required.

Ideal Candidate

The ideal candidate should be an organized, detail-oriented professional who has demonstrated success and understanding of the City Secretary's Office functions and experience coordinating the conduct of City Council elections. As a key position within the City government environment, this person must exhibit strong coordination and relationship building skills with City Council, City Management, staff, departments, community partners, residents, and other local, regional, and statewide agencies.

Effective communication along with strong collaboration, discretion, and presentation skills will be necessary for this individual to be successful; advanced written and oral communication skills are imperative.



Salary

The Town of Addison is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

How To Apply

Applicants should forward a cover letter and resume to:

resumes@affionpublic.com
Reference: ADDISONCS

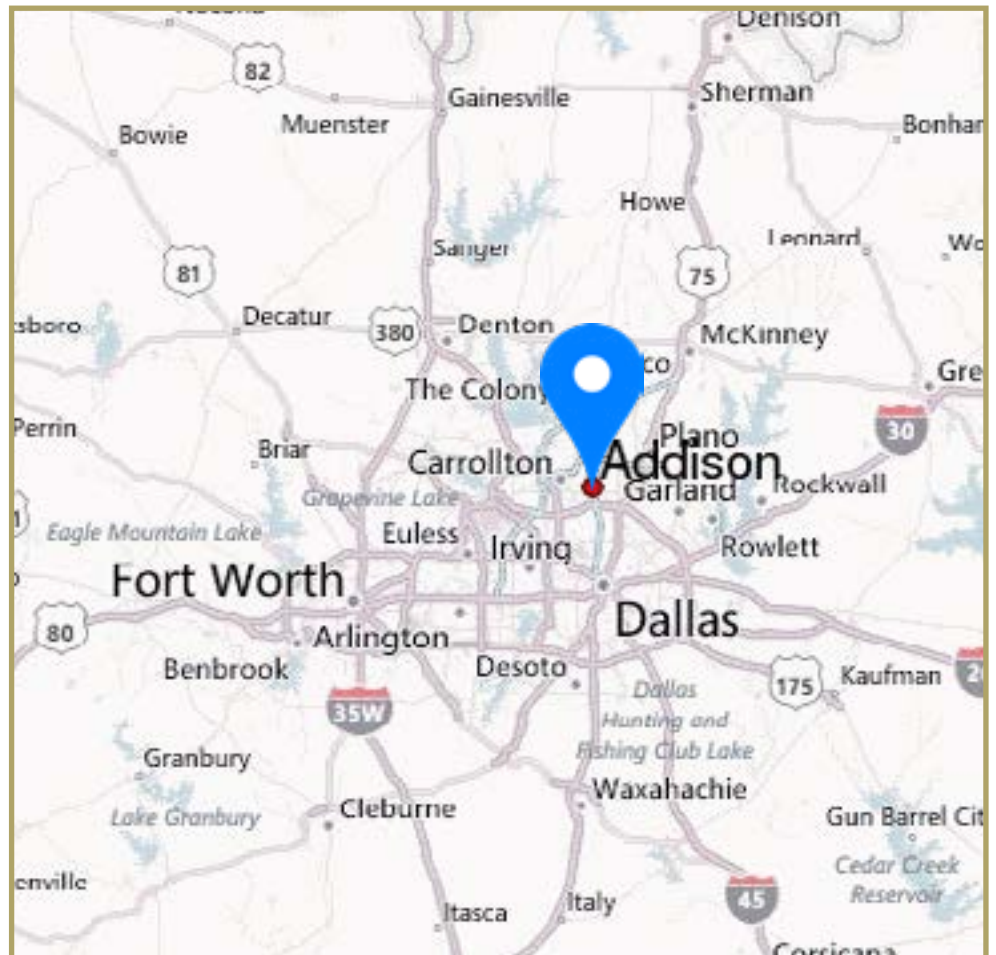
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