

The City of Prairie View, Texas is accepting resumes for a full-time City Secretary.

The successful candidate should possess strong verbal and written communication skills, organizational, managerial, analytical, and interpersonal skills; and must be proficient in Microsoft Office applications with an extensive knowledge of computer systems.

The candidate must be able to adapt well to any environment and work well with the public, with employees, vendors, contractors, and with county and state agencies.

Duties include overseeing daily operations and activities of the City, including utility billing, financial operations, human resources, and local elections. Additional responsibilities include preparation of City Council and Boards' notices, packets, agendas, and minutes; and is required to attend public meetings.

REQUIREMENTS:

At least five years' experience in municipal or related government
Knowledge of laws related to open meetings, records, and elections
At least five years' experience in management
Must possess a valid driver's license
Must be bondable
Must be able to work a flexible work schedule

Starting salary is \$45,000 *Depending on Qualifications*
Medical / Retirement Benefits
Paid Holidays/Vacation

The City of Prairie View
Attn: Human Resources
P.O. Box 817
Prairie View, TX 77446

Email: citysecretary@prairieviewtexas.gov
or
Fax: 936-857-5836

The City of Prairie View, Texas is an Equal Opportunity/Equal Access Employer