



Job Posting

04/06/2018

The City of Bells is currently seeking candidates for the position of City Secretary. The City Secretary is responsible for performing the administrative duties as set forth by the Texas Local Government Code. Candidate must have a strong financial and human resource background. Salary to be commensurate with experience and qualifications.

The City Secretary is appointed by the City Council and performs duties under the City Administrator in the capacity of custodian of maintaining and recording official city documents, coordinating and/or administering municipal elections, serves as benefits coordinator officer, provides administrative direction to all municipal financial activities including assisting in the preparation of budget and providing support to the City Administrator, Mayor and City Council. This position requires after normal working hours meetings. Work is performed in a complex setting and deal on a continuing basis with sensitive or controversial matters and has continual public contact. The position provides a variety of routine and complex administrative, customer service, and technical work in the administration of municipal government.

Job Requirements:

Minimum Requirements: High School diploma or equivalent, licenses, college courses or related course work in public administration, business management and accounting. Three to five years minimum experience in municipal environment with three years of progressive public administration management experience. Must have the ability to make independent decisions in accordance with established policies and procedures. Ability to work under pressure, prioritize, organize and perform work independently. Ability to establish and maintain effective working relations with employees and the public.

Pre-employment background check and drug screen required.

You may obtain application from the City of Bells website: cityofbells.org

Please send application and resumes to: cityadmin@cityofbells.org or drop off at:

City Hall at 203 S. Broadway, Bells, Texas.

**The City of Bells is an Equal Employment Opportunity Employer.
"We respect and value our employees".**

203 South Broadway, Bells, Texas 75414

Phone 903-965-7744, Fax 903-965-0250

www.cityofbells.org

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