

## **CITY OF HONDO JOB OPPORTUNITY**

### **CITY SECRETARY**

The City of Hondo is accepting applications for a full-time City Secretary. This position works under the direction of the City Manager and supervises the Assistant to the City Secretary.

The City Secretary is responsible for performing mandated and statutory requirements as defined by State Law, Home Rule Charter and City Ordinance.

The Purpose of this position is to perform the duties of the City Secretary's office. This is accomplished by preparing and dissemination of documents for City Council and other various meetings, chief election official, records manager, and assisting the Mayor, City Council and City Manager with administrative duties, special projects or research and the preparation of the annual budget. A complete job description is available on the City of Hondo website at [www.hondo-tx.org](http://www.hondo-tx.org).

Applicants must have specific knowledge of municipal government and general administrative field or combination of experience. Thorough knowledge of laws and ordinances relating to the powers and duties of the City Secretary. Knowledge is normally acquired through two year associate's degree, or certification program. Applicants must have over five years of municipal government experience and comprehensive knowledge of municipal codes, resolutions, ordinances, City Charter and applicable State Laws. Municipal Clerk Certification preferred.

The City of Hondo offers a competitive salary and an excellent benefits package. Interested applicants may obtain an application at the City of Hondo Personnel Office, 1600 Avenue M, Hondo, TX, or by visiting the City of Hondo website at [www.hondo-tx.org](http://www.hondo-tx.org). This position is open until filled with the first candidate review on Tuesday, May 30, 2017. The City of Hondo is an equal opportunity employer.