City of Ingram – Job Description
Job Title: City Secretary
Reports To: Mayor and City Council
FLSA Status: Exempt
Appointment: By City Council

Position Summary
The City Secretary is a statutory officer appointed by the City Council and serves as the official record keeper and administrative liaison for the City of Ingram. This role ensures compliance with state law, including the Texas Open Meetings Act and Public Information Act, while providing professional support to the Mayor, City Council, and the public. The City Secretary manages records, elections, agendas, and public communications, ensuring transparency, accountability, and efficient city operations.

Essential Duties and Responsibilities

- **Council Support & Records Management**
  - Prepare, post, and distribute City Council agendas and packets.
  - Attend all City Council meetings; record and maintain accurate minutes.
  - Maintain and safeguard official city records, ordinances, resolutions, contracts, and the city seal.
  - Implement and oversee the City's Records Management Program.

- **Compliance & Legal Duties**
  - Ensure compliance with the Texas Open Meetings Act and Public Information Act.
  - Process and respond to public information requests.
  - Administer oaths of office and attest official documents.

- **Elections Administration**
  - Coordinate and conduct municipal elections in accordance with state law.
  - Provide legal notices of elections and certify results.

- **Public Liaison & Communication**
  - Serve as the primary point of contact between the City Council and the public.
  - Provide information to citizens, staff, and outside agencies.
  - Represent the City at official functions when required.

- **Administrative & Operational Support**
  - Assist the Mayor and Council in interpreting policies, ordinances, and procedures.
  - Coordinate with other city departments to ensure smooth operations.
  - May oversee clerical staff or administrative functions as directed.

Qualifications

- Prefer knowledge of municipal government operations, Texas statutes, and open government laws.
- Excellent organizational, communication, and interpersonal skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Proficiency in records management systems and office software.
- Experience in bookkeeping (preferably fund accounting) and report writing.
- Prior experience in municipal administration or public service preferred.

Working Conditions

- Office environment with regular evening meetings.
- Requires attendance at all City Council meetings and occasional community events.

Key Competencies

- **Integrity & Accountability** – Upholds transparency and compliance with state law.
- **Attention to Detail** – Maintains precise records and ensures accuracy in official documents.
- **Public Service Orientation** – Provides courteous and professional assistance to citizens.
- **Adaptability** – Handles multiple priorities in a dynamic municipal environment.

Salary Range: $52,000 - $56,000 per year + benefits (Healthcare paid by employer, vision and dental available at an additional cost, retirement plan through TMRS)