

CITY OF VIDOR

NOTICE OF JOB VACANCY

DEPARTMENT: **ADMINISTRATION**

*SALARY: **DOQ**

JOB TITLE: **CITY SECRETARY/ADMIN. ASSISTANT**

**Beginning salary will be determined by experience, job knowledge, and qualifications.*

DATE TO BE FILLED: **POSITION OPEN UNTIL FILLED**

SUMMARY: A department head position, appointed by the Mayor and City Council as recommended by the City Manager. Holds responsibilities as outlined by the City Charter and reports to the City Manager.

JOB DESCRIPTION:

- Gives notice of and attends all official public meetings of the City Council and Planning & Zoning Commission, and accurately records the proceedings.
- Maintains all minutes, ordinances, and resolutions of the City of Vidor.
- Coordinates and holds municipal elections.
- Ensures the efficient preparation, processing, maintenance, and validation of the accuracy of official records and documents.
- Countersigns official documents.
- Administers oaths of office.
- Serves as the City's Records Management Officer.
- Compiles information and responds to Open Records Requests.
- Presides over all formal bidding.
- Issues alcohol permits.
- Posts relevant information to the City of Vidor website and updates as needed.
- Handles all duties and functions with a high degree of accuracy and attention to detail.
- Understands the confidential nature of information being handled.
- Works in conjunction with the Vidor Visitor Center and Music Friendly Office, and coordinates visits by the public.
- Attends events in order to gather information and photos to help promote the City of Vidor.
- **Per the City Charter, the City Secretary must reside within the corporate limits of the City of Vidor or move into the corporate limits within ninety (90) days from the time employment by the City begins.**

EDUCATION & EXPERIENCE:

- High school diploma or equivalent required.
- Five years of increasingly responsible municipal, administrative-related experience preferred.

Applications are available at City Hall or on the City's website (www.cityofvidor.com). To apply for the position, please submit a completed application, resume, and cover letter to City of Vidor, Attention: Personnel, 1395 North Main, Vidor, TX 77662 or via email to vwatson@cityofvidor.com.