

## **Job description**

The City of Valley Mills is looking for an experienced secretary to join our team. The ideal candidate will be experienced with current technology including but not limited to: Microsoft Word, Excel, Adobe, QuickBooks, Google Drive and maintaining website pages. The City of Valley Mills is a Type A General Law Municipality, experience in Municipal Government is a huge bonus. You should also have strong organizational skills.

### Responsibilities:

- Coordinating the City's election process
- Preparing meeting agendas and minutes for City Council
- Managing the City's records retention program/
- Communicate effectively with City Council and City employees.
- Provide needed information to council members for agenda items.
- Manage payroll and accounts payable.
- Answer questions and take complaints from citizens.
- Processing administrative documentation.
- Budgeting and Tax rates for the city
- Serve as the City's Human Resources Supervisor
- And other duties as assigned.

Job Type: Full-time, 40 hours a week, some nights, and weekends

Salary: \$40,000.00 - \$45,000.00 per year

### Benefits:

- Dental insurance
- Health insurance
- Vision insurance
- Retirement
- Paid Time Off and Sick Leave

## **Requirements**

- TRMC Certification is not required but recommended. Prior City Secretary experience recommended.
- Prior payroll and budgeting experience recommended.
- Being able to communicate with customers and citizens and take complaints in a professional manner.
- Election experience is preferred.
- Notary Public for the State of Texas
- Valid Class C driver's license

- Must be able to pass a drug screen and criminal background check.