

The City of Forest Hill
Announces Recruitment for

City Secretary

Salary - DOQ

The Position

The City of Forest Hill is seeking an individual to serve as City Secretary. This is a highly responsible administrative position.

Requirements

- Responsible for maintenance of all official city records.
- Posts and advertises all legal notices for the City as required.
- Prepares meeting agendas for the City Council and all Boards and Commissions.
- Prepares and organizes support material for the agenda packets.
- Responsible for City's records management program.
- Responsible for attending meetings and recording minutes.
- General knowledge of applicable laws, ordinances, regulations, resolutions and functions of all City departments.
- Ability to maintain clerical records and files.
- Ability to establish and maintain effective working relationships with City officials, other employees, representatives of other governmental agencies and the general public.

Minimum Education & Experience

- High School graduate or its equivalent.
- Associates Degree and Certification as City Secretary preferred, or equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Benefits

TMRS Retirement 7% 2:1; medical, dental vision, vacation, sick, holidays

Send resume with application to:

**Human Resource Director
City of Forest Hill
6800 Forest Hill Dr.
Forest Hill, TX 76140**

The City of Forest Hill is an EEO/AA employer.

Position is open until filled.

Applications may be downloaded from www.foresthilltx.org