

City Secretary

City of Montgomery Texas

Birthplace of the Texas Flag, the City of Montgomery Texas, located in the bucolic, growing area of Montgomery County north of Houston west of Conroe and bordering Sam Houston National Forest, is seeking a highly skilled and experienced City Secretary. The City Secretary works for and in close collaboration with the City Administrator, city department heads and staff members. The City Secretary is the “keeper of the record” for the city, responsible for meeting agendas, recording meeting minutes and publication thereof, records management and open records requests. The City Secretary may also perform human resources duties and other special projects as assigned. In this role, you will have the opportunity to make a real difference in your city and help us achieve the city’s vision. If you are a team-oriented, talented, and thoughtful leader with a passion for public service, apply now!

Visit <https://www.montgomerytexas.gov/jobs> to download a complete job description and City application.

Education & Experience

Preferred: Bachelor’s Degree in Public Administration, Business Administration or related field

Minimum: Associates Degree in Public Administration, Business Administration, or related field **OR** any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job.

Certifications

Texas Registered Municipal Clerk Certification or ability to obtain within 2 years

Salary Range

\$65,000 - \$100,000 per year plus an excellent comprehensive benefits package. Starting salary is dependent upon qualifications.

Apply

Submit your cover letter, resume and three professional references ASAP, by email, to Gary Palmer City Administrator gpalmer@ci.montgomery.tx.us Position is open until filled.