



CITY SECRETARY





THE CITY

Located on the beautiful Dickinson Bayou, a pathway to Galveston Bay, Dickinson is a prime geographic location, situated halfway between Houston and Galveston. With a total land area of 10.3 square miles, comprised of 70 percent residential and about 8 percent is commercial development, Dickinson can offer its residents and visitors an inviting lifestyle with a “small town feel”.

With its close proximity to both the attractions of Downtown Houston and to the rich history of beautiful Galveston Island, Dickinson is uniquely positioned for increasing vitality and growth. In addition, Dickinson is surrounded by great recreation amenities, shopping, dining, and attractions like NASA's Johnson Space Center and the Kemah Boardwalk. Dickinson residents have the best of both worlds: a relaxed approach to life in a small community setting with all of the attractions of a large city or island vibes at their fingertips.

Dickinson is special because of its unique environment. Towering pine trees and an ecosystem including a navigable bayou and multiple tributaries make wildlife viewing second to none in Galveston County. In recent years birding enthusiasts have discovered Dickinson and have enjoyed our most recent citizens—a family of bald eagles. It is not unusual to be driving

through neighborhoods and see white tail deer grazing in vacant fields or yards. The fishing, power boating, kayaking, and watersports that Dickinson Bayou supports is a “hidden gem” in the region, not to mention the incredible sunsets. And yes, there is a reason our football team is named Dickinson Gators!

A majority of Dickinson students are served by the Dickinson Independent School District, while some attend schools within the Santa Fe Independent School District, as well as charter, private and parochial schools within the community. With several new facilities under construction and planned for in the next couple of years, Dickinson Independent School District is continually building and expanding to provide the best opportunities for its students, while ensuring that its educational facilities offer state-of-the-art technology and superior learning environments. A community college, College of the Mainland, is located in adjacent Texas City, and a number of private and public universities are in the greater Houston area, including several nationally known research universities and medical centers. All of this, and much more, make Dickinson a great place to live, work and play!

THE ORGANIZATION

The City of Dickinson is a Home Rule municipality with a council-manager form of government. The City Council consists of a Mayor and six Council Members, with one member designated as Mayor Pro-Tem. All members of the Council are elected at-large and serve three-year staggered terms. The Mayor and Council is the City's governing body tasked with enacting local legislation through ordinances and resolutions providing vision, policy, fiscal oversight, and public safety.

The City Manager is appointed by the City Council and is responsible for the day-to-day operations of the City. The position is tasked with administering the City's administrative policies and ensuring enforcement of ordinances and resolutions approved by the City Council. By City Charter, the City Manager appoints the City Secretary, Police Chief, Municipal Court Judge and City Attorney with Council approval.

The city offers the following services: administration, community development, economic development, emergency medical services, finance department, fire marshal's office, library, municipal court and public works. Utilities are provided by a separate entity, the Galveston County Water Improvement District No. 1.

The City Council appoints the members of the Dickinson Economic Development Corporation, a 4-B entity under Texas Statute, as well as members of various City Boards and Commissions. Council approves the appointment of the Management District No. 1, Dickinson Educational Finance Corporation, and Bayou Lakes Public Improvement Districts No. 1 and No. 2. The City participates in an inter-local agreement with the Cities of Clear Lake Shores and Santa Fe to provide animal control and sheltering. The Bayou Animal Services facility which supports these interlocal agreements is located in the City of Dickinson.

For more information visit <https://www.ci.dickinson.tx.us/>

POSITION OVERVIEW

The City Secretary is a Charter position, appointed and directly supervised by the City Manager with approval by the Council. This position will administer the scheduling and coordination of City Council weekly agendas and public meeting notifications and work with other City Departments to ensure that all City Board and Commission public meeting agendas are posted in accordance with State law. The City Secretary serves as the City's Records Officer and manages, organizes, maintains, and processes all official records of the city. The City Secretary also administers business licensing functions, ordinances, and resolutions, supervises municipal elections, and ensures correct codification of ordinances. This role will also coordinate the bid openings for all departments and receives bids; attends bid openings; announces bid amounts and maintains all associated records.

Key responsibilities for the **City Secretary** include:

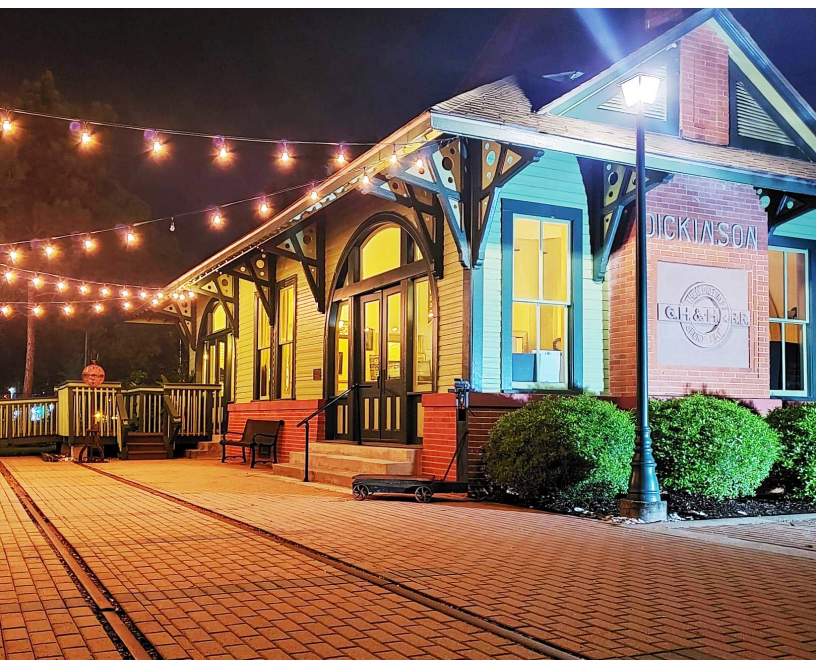
Performs Council Relations: Assists City Manager, Mayor and City Council by screening, prioritizing, and responding to incoming correspondence, information, and requests. Attends City Council meetings, including work-sessions and/or special meetings; sets up for meetings, including recording equipment, microphones, meals, and other items needed for the meetings.

Agenda Management: Responsible for coordinating and posting pending agendas for all City Council, Board and Commission meetings and supervises the preparation of agenda packets and notices. Prepares accurate minutes of City Council meetings, oversees the publication of ordinances, legal notices and ensures notification of special sessions and Council hearings is timely. Responsible for ensuring that notice of public hearings meet associated legal requirements.

Public Information Requests: Responds and researches public requests for information. Research City Council action through minutes, ordinances, resolutions, contracts, and property purchase. Researches, assembles, and reviews documents consulting with the City Attorney regarding legal procedures as needed. Responds to requests for public disclosure, coordinates with the City Attorney, and oversees the City's collection and provision of documents. Provides general information to the public, other City departments, County, State, and other jurisdictions.

Election Coordination: Coordinates and administers elections and any associated City processes and/or related matters for the city and other agencies as directed. Serves as Early Voting Election Judge. Provides expertise in support of special and regular elections by providing direction and coordination of election functions and staffing. Knowledge of municipal election laws and duties.

Compliance Oversight: Oversees the codification, distribution, and publication of ordinances into the Dickinson Code of Ordinances, and maintenance of Council resolution



records. Actively engages in activities to ensure compliance with Texas Election Code, Texas Local Government Code, Texas Open Meetings Act, Public Information Act, Parliamentary Procedures, as well as City Charter and Ordinances. Serves as custodian of the Official Seal of the City and affixes seal to documents as required, attests the Mayor's signature on all official records and documents. Administers business licensing issuance as designated by Ordinance or Resolution and coordinates all related office functions.

Records Management: Responsible for all official City records and maintains a legislative history of official City business. Responsible for a comprehensive and detailed cross-indexing system of City records, and oversees the records management of City contracts, ordinances, resolutions, and official City records. Coordinates and implements the Records Management Program for the entire City's records retention and retrieval schedules to meet changing conditions and supervising and managing the destruction of records. Maintains an accurate and legible record of official city business and safeguard sensitive or confidential information from intentional or unintentional disclosure.



IDEAL CANDIDATE

The new City Secretary shall be a level-headed, organized, self-starter that understands the importance of this role and position within the organizational structure. It is key for this professional to have the ability to read, interpret, and convert statutes and ordinances to practical application. The ideal candidate will foster a culture of respect and consistently communicate effectively, clearly, and concisely, both orally and in writing. It is imperative that the City Secretary has the political acumen to interact in a professional and respectful manner with elected officials, city management, city employees, as well as providing the utmost customer service to the citizens and their requests that fall within the scope of this position.

EDUCATION/EXPERIENCE

- High school graduate or GED required. Bachelor's Degree in Public Administration or related field preferred.
- A minimum of five years of municipal City Secretary or City Clerk experience or similar experience in the public sector.
- Notary Public Certification, or ability to obtain within 60 days of hire.
- City Secretary Certification by the Texas Municipal Clerks Certification Program.

COMPENSATION AND BENEFITS

The salary range is **\$61,000 - \$91,000** and commensurate with qualifications and experience of the successful candidate. The City of Dickinson also offers an excellent array of benefits.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Resumes will be accepted until **Friday, April 22, 2022**. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and six work-related references at: <https://www.cpsr.us/recruitment/1976>.

For additional information about this position please contact:

KYLIE WILSON
kwilson@cpsr.us
www.cpsr.us

CPS HR  **CONSULTING**

Candidates deemed to have the most relevant qualifications will be invited to interview with the City of Dickinson. A comprehensive reference and background check will be performed on final selected candidate.