

## **City Secretary– City of Palm Valley**

The City of Palm Valley is located just west of Harlingen Texas and is home to the Harlingen Country Club. We are a quiet, safe, and peaceful community in the Rio Grande Valley.

The City of Palm Valley is searching for – a **City Secretary** with excellent administrative skills, but also an emerging leader who has the skills to take this job to the next level, supporting a community of approximately 1300 residents.

### **Your success will be measured in your ability to effectively perform the following duties:**

- Provide staff support to the Mayor and City Council
- Oversee records management program for the City
- Maintain, safeguard, and record all documents approved by the City Council
- Perform research on records for public, City staff, and Council as requested
- Coordinate the appointment process to the City's Boards and Commissions
- Coordinate ethics financial report filing and complaints
- Coordinate and update City's municipal Code of Ordinances
- Serve as the Election Administrator for all City elections
- Serves as liaison between the public and the Council
- Performs other duties as may be required by the City Council or State Law

### **Knowledge, Skills, and Abilities**

- Comprehensive knowledge of the principles and practices of public administration and thorough knowledge of municipal finance practices
- Advanced skills in Microsoft Word, Excel, PowerPoint and Outlook, ACCESS databases, and web applications
- Advanced ability to create presentation materials
- Ability to write clear and concise reports, memoranda, directives, and letters
- Ability to analyze complex problems and develop comprehensive plans
- Ability to establish and maintain effective working relationships with the Mayor, City Council, Committee Chairs, and the general public

### **Education and Experience**

- Bachelor's degree in public administration, accounting, business, and/or related field
- 3 years experience and success serving in a senior level administration position
- Experience in a public administration leadership capacity, or equivalent combination of education and experience.

Starting salary is DOE.

Submit Resumes and applications with cover letter and references no later than August 5, 2022  
to:

Sylvia R. Trevino, City Secretary  
1313 N Stuart Place Road  
Palm Valley, Texas 78552  
Or email to: [srtrevino@palmvalleytx.com](mailto:srtrevino@palmvalleytx.com)

For additional information call 956-423-8384. Applications are available on the City's website  
(for printout) at [www.palmvalleytx.com](http://www.palmvalleytx.com)

The City of Palm Valley is an Equal Opportunity Employer. All applicants will be considered for  
employment regardless of race, color, religion, ancestry, religion, sex, national origin, age,  
citizenship, marital status, disability, gender identity or Veteran status.

6/2022