



City Secretary/ Assistant to City Administrator

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Welcome to Devine

Established with the arrival of the International-Great Northern railroad in 1881, Devine was named for railroad lawyer (and San Antonio Judge) Thomas Jefferson Devine. The town was incorporated in 1904 with a population of just over 500. Devine got a boost over other South Texas communities when it became irrigated from waters of Medina Lake in 1915.

Rain-dependent cotton producing land became a verdant landscape of corn and vegetable crops. The irrigation also doubled the population of the town to around 1,000 residents and it managed to maintain that level through the Great Depression. Its proximity to San Antonio has been a source of growth for the town and by the late 1980's it had grown to over 4,000 residents. The 1990 census counted 3,928 residents which rebounded to 4,140 for the 2000 census.

Devine offers a neighborly atmosphere, strong sense of community and is a safe city. It has an estimated 2025 population of 4,700 residents and enjoys an estimated household income of \$45,703.00. The city has a lower cost of living and it strikes a balance between rural charm and modern convenience. Its 30 minute drive to downtown San Antonio makes it attractive for those seeking city life along with a rural lifestyle. Area attractions in Devine include the Devine Acres Farm and the Devine Golf Course. The town is also home to many area festivals and the Bogey Nights Golf Tournament.

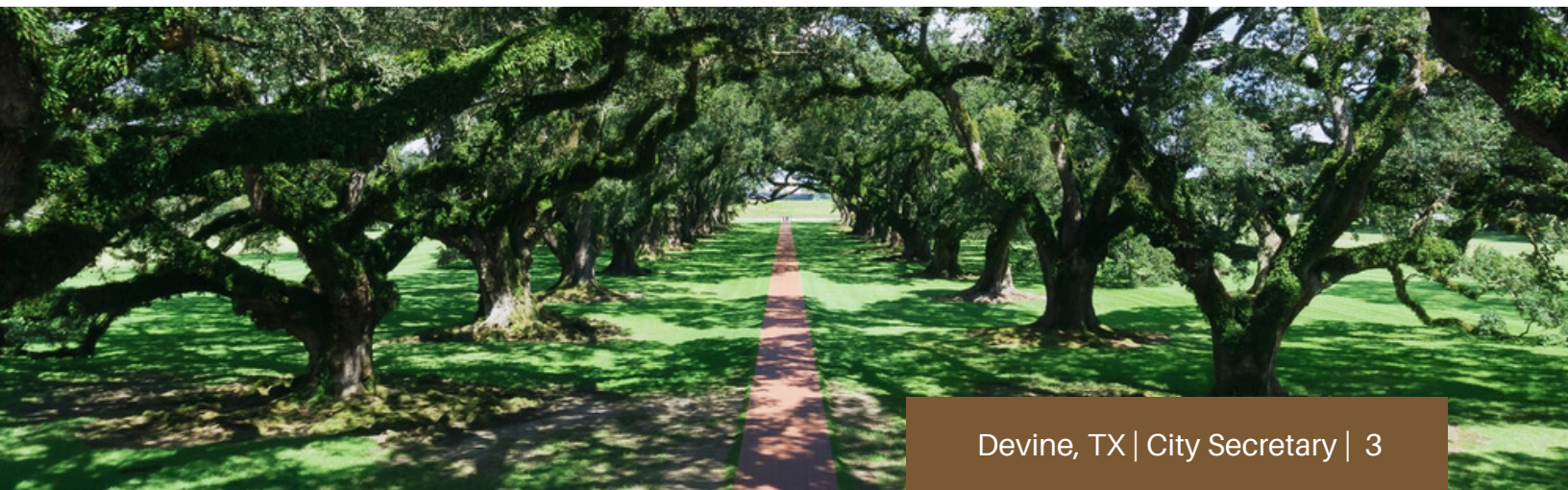
Position Overview

Under the direction of the City Administrator, the City Secretary/Assistant to the City Administrator plans, organizes and directs the activities and operations of the City Secretary's Office. This includes serving as a liaison between the City Council and the public; coordinating assigned activities with other city departments and outside agencies; and providing administrative support to the Mayor, City Council, and the City Administrator.

The City Secretary/Assistant to the City Administrator is responsible for performing mandated and statutory requirements as defined by Federal and State Law and City Ordinances. This position is the official records custodian for the City. It is responsible for all documentation which pertains to official business of the City and for maintaining and managing the City's record management program and for the preparation and dissemination of documents for City Council and other City appointed board meetings. The position may act as a City representative at outside functions and may assist the City Administrator in making operational decisions including but not limited to interpretation of policy, laws, ordinances and official procedures, open records, municipal elections, records management, some aspects of the annual budget and various human resources resolutions. It is also responsible for most of the City's Human Resources duties. Finally, this position will be expected to prepare and present reports, recommendations and budgets at stated intervals and when requested by the City Administrator.

As a leader in the organization, this position is expected to demonstrate exemplary character. This position plays an integral role in representing the City to residents, developers, business owners, members' of the media, neighboring communities, regional organizations, and state and federal agencies.

The holder of the position will be expected to be or become certified as a clerk through the Texas Municipal Clerks' Association.



The Ideal Candidate

Minimum Qualifications, Skills & Abilities

High School Diploma or General Education Degree (GED)

Three (3) years' experience in a similar position in municipal government

Ability to interpret local, state and federal laws and codes and regulations, including but not limited to the election code, the local government code, the code of ordinances and other applicable statutes of the State of Texas

Knowledge of Public Records Act, elections laws and procedures

Must be familiar with organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs

Must be willing to become familiar with and work with new technology as it is implemented and ability to work with City's current computer programs

Ability to read, analyze and interpret documents, professional journals, technical procedures and government regulations

Capable of writing reports, business correspondence and procedures manuals

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Capacity to effectively present information and respond to questions from City Council, customers, and the General Public

Ability to provide common sense solutions and interpret a variety of instructions furnished in written, oral, diagram or schedule form

Ability to speak effectively before groups of citizens, customers or employees

Must have necessary skills to handle basic human resource projects

Preferred Qualifications

Bachelor's Degree in Public Administration, or a related field

Five (5) years' experience in similar position in municipal government

Requirements

Must possess or obtain certification as a Texas Registered Municipal Clerk, Level 1, within one year of appointment and as a Texas Registered Municipal Clerk, Level 2, within three years of appointment., Certification as a Texas Registered Municipal Clerk, Level 3 is expected within five years

Must meet eligibility requirements to become a notary public

A Texas Driver's License, Class C, is required

Compensation & Benefits

Salary Range:

The City of Devine is offering an estimated salary range of \$86,000 to \$103,000 for this position commensurate with experience & qualifications.

Benefits:

The organization also provides a competitive benefits package including medical insurance with dental and vision options, as well as term life insurance. Additional benefits include paid holidays, sick leave, vacation leave and longevity pay after one year of service.

The City of Devine participates in the Texas Municipal Retirement System (TMRS), which pairs a 6% employee contribution with a 1.5:1 employer match.



How to Apply

The City of Devine is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.



Candidate materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include virtual interviews with the most qualified candidates and final interviews with the City and its representatives. Appointment is subject to completion of a thorough background and reference verification.

The position is open until filled.

First review deadline is 5 p.m. on July 3 rd , 2025.

Please e mail your cover letter and resume in .pdf format to

applydevinecitysecretary@clearcareerpro.com

Faxed and mailed submissions will not be considered.

For more information on this position, please contact:

Kelly Kuenstler, Vice President,

Clear Career Professionals

(575) 496-0939

kelly@clearcareerpro.com