



City Secretary

City of Nassau Bay, TEXAS

Position Marketed by
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The Community

Nestled in the southeastern part of Harris County, Texas, Nassau Bay is a city steeped in space history and modern-day charm. Before becoming the vibrant community it is today, the area was primarily ranch land, neighboring Webster, League City, and Seabrook. In 1962, Nassau Bay was envisioned as a unique residential and commercial enclave to support the burgeoning space industry, with its development geared toward housing NASA astronauts and professionals. This strategic location across from Johnson Space Center paved the way for a city deeply linked to space exploration.

Today, Nassau Bay stands as a testament to its rich heritage with more than 60 of its residents having traveled to space. Among its attractions is a striking black granite monument, displaying flags from nations involved in the International Space Station, which honors this legacy. Additionally, Space Center Houston offers interactive space science experiences just a stone's throw away.

The city's geographical setting near Clear Lake—the third largest boating center in the U.S.—provides abundant water-related activities. Residents and visitors enjoy access to various marinas, yacht clubs, and boat ramps, making it a haven for aquatic enthusiasts. The local hospitality industry thrives with numerous hotels providing over 600 rooms, catering to tourists and business travelers alike.

Nassau Bay is not just about space and water; it is a community vibrant with activities and events. The city's Town Square is a hub of activity, hosting numerous events throughout the year, including the popular Wings over Houston Airshow every October. Whether it's enjoying the serenity of local parks, participating in community festivals, or exploring the historical and educational exhibits related to space exploration, Nassau Bay offers a diverse range of attractions that cater to both its residents and visitors, making it a unique blend of historical significance and contemporary leisure.



Population
5,347



Median Income
\$74,542



Median Home Value
\$328,300

Governance and Organization

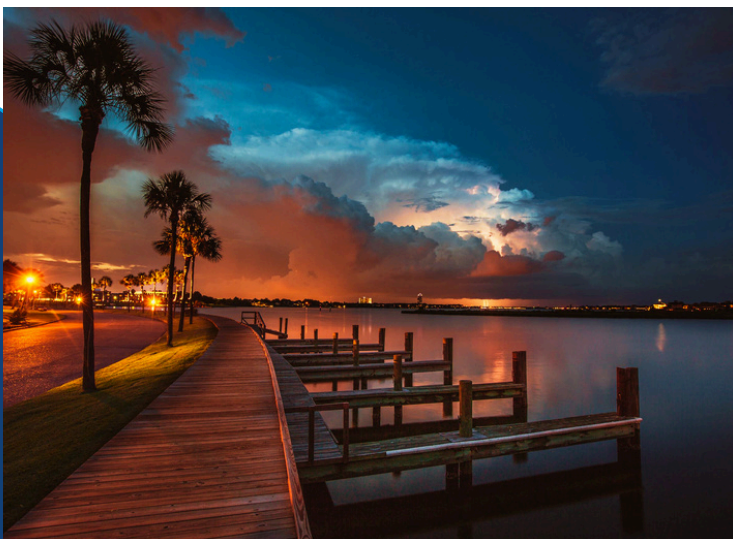
The City of Nassau Bay, Texas operates under a Council-Manager form of government, a structure that effectively separates political leadership from administrative functions. This form of governance allows elected officials to focus on policy and legislative responsibilities, while the appointed city manager handles the day-to-day administrative operations and implementation of council policies.

In Nassau Bay, the governing body consists of a mayor and six council members. These officials are elected to staggered two-year terms, ensuring continuity and stability in local governance. Elections are held in May, aligning with many municipalities across Texas to facilitate a streamlined electoral process.

The council wields considerable authority, setting policy, enacting local ordinances, and developing an annual budget which for the fiscal year 2024 was approximately \$16 million. This budget covers all city operations, including public safety, municipal services, and community development projects. The City of Nassau Bay employs around 50 full-time staff members who are responsible for the execution of the city's daily functions and services.

The City Manager, appointed by the council, serves as the chief executive officer of the city. This position holds significant administrative authority, including the implementation of council's policies, overseeing the municipal staff, and managing the city's operational budget.

Supporting the city's governance structure is the City Secretary, who reports directly to the City Manager. This role is pivotal in maintaining the transparency and efficiency of the government, overseeing the legislative history, and ensuring compliance with statutory requirements. The City Secretary also plays a critical role in managing the logistical aspects of council meetings and elections, further underlining the position's importance in the governance of Nassau Bay.



The Position

The City Secretary of Nassau Bay holds a pivotal role as the custodian of all official city records, ensuring their safekeeping and preservation. With meticulous attention to detail, they certify the accuracy of ordinances, resolutions, and minutes, serving as a liaison between the Mayor, Councilmembers, and citizens. As the municipal elections administrator, they ensure the integrity of electoral processes and maintain compliance with Election Law.

With a strong customer service orientation, the City Secretary provides courteous assistance to the public while maintaining a professional image. They play a crucial role in maintaining community goodwill for City Staff and Council. This seasoned professional wears multiple hats, including emergency management functions, and serving as the interim City Manager. They serve as an integral part of the city manager leadership team.

From preparing and publishing public notices to administering oaths of office, the City Secretary oversees a diverse range of responsibilities, including budget administration, records management, and coordination of municipal meetings. Their ability to adapt, lead, and communicate effectively makes them an invaluable resource within the city administration, ensuring the smooth operation and continued progress of Nassau Bay.



Position Priorities

- Improvements to City Records Management System
- Build Teamwork with City Council and City Staff
- Stability and Consistency in Position
- Ensuring Efficiency and Compliance with Administrative Tasks
- Cross train other city staff
- Support strong customer service approach

Position Challenges

- Lack of Previous Stability in Position
- New City Council Needing Assistance and Guidance
- City Agenda System
- Records Management and Retrieval
- Contract Administration

Position Opportunities

- City Employees Work in a Family Environment
- Positive Employee Morale
- Supportive and Unified City Council
- Solid City Financial Condition
- Active Community Involvement
- Mentoring and Cross-Training of City Staff
- Work with New City Manager
- Positive Citizen Support
- Open to New Ideas and Approaches to City Secretary Functions

The Ideal Candidate

PREFERRED MINIMUM QUALIFICATIONS

- 5+ Years as City Secretary or Deputy City Secretary
- Basic Knowledge of Texas Municipal Law
- Experience and Knowledge of Municipal Elections
- Experience with City Records Management Systems
- Texas Municipal Clerk certification or ability to acquire within 3 years of employment

PREFERRED CHARACTERISTICS

- Positive Attitude
- High Level of Integrity
- Strong Customer Services Skills
- Stable Work History
- Accessible, Adaptable, and Approachable
- Open and Honest Level of Communications
- Grammatical Proficiency and Accuracy
- Ability to Develop a Trusting Working Relationship with City Council and Staff
- Strong Fact Checker
- Proactive in Identifying Problems and Taking Appropriate Actions
- Ability to Collaborate with Mayor, City Council and Other Team Members
- Diplomatic but with Ability to Say "no" When Required
- Ability to Maintain Work/Life Balance
- Self Motivated

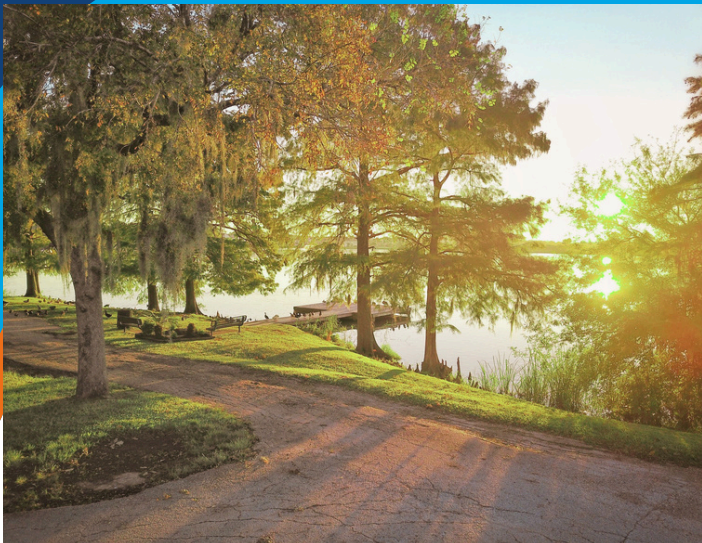


Compensation and Benefits

The City of Nassau Bay is offering a salary range of \$90,000-\$120,000 for this position commensurate with experience and qualifications. 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 long-term disability.

The City of Nassau Bay participates in the Texas Municipal Retirement System (TMRS), which pairs a 7% employee contribution with a 2:1 employer match.

Relocation to the City of Nassau Bay is preferred but not required.



How To Apply

The position is open until filled.

First Review Deadline: 5 p.m. | Tuesday | May 14, 2024

Please email your cover letter and resume in .pdf format to

applynassaubay@clearcareerpro.com

Faxed and mailed submissions will not be considered.

For more information on this position contact:

Kent Myers, Vice President - **830.998.4101**

kent@clearcareerpro.com

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 City of Nassau Bay 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.

Resources

City Website:

<https://www.nassaubay.com/>

Clear Creek ISD Website:

<https://www.ccisd.net/why-ccisd>

Harris County Website:

<https://www.harriscountytexas.gov/>