



November 25, 2024

***** VACANCY POSTING *****

IT IS THE POLICY OF THE CITY OF WOODVILLE TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERANS STATUS.

CITY SECRETARY
ADMINISTRATION

The City of Woodville is currently accepting applications for the position of City Secretary. This position serves as secretary to the city council and city administrator and performs such clerical duties as may be required by the city council to include preparing the agenda and information packets for Council meetings in coordination with the city administrator, attending city council meetings, and maintaining meeting minutes. Additionally, this position serves as the city accountant, personnel/human resources director and office manager of the city office.

Applicants must possess a high school diploma and have progressively responsible experience in providing broad-based governmental administrative services. Any equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities for this position will be considered.

This is a full-time position with full benefits.

Must be bondable and obtain notary public.

Starting Pay: \$60,000 (annually)

Closing Date: December 13, 2024 at 4:30 p.m.

A complete job description and application may be obtained by contacting Woodville City Hall, 400 W. Bluff Street, Woodville Texas 75979 or calling (409) 283-2234.