

San Marcos City Clerk



Welcome to the City of San Marcos, Texas. Located between the State Capitol of Austin and the Alamo City of San Antonio, the "Gateway to the Texas Hill Country" is home to the main campus of Texas State University and to the best outlet mall shopping in the Southwest. San Marcos' desirable location allows residents to enjoy both small city convenience and big city connections. Three of the nation's 10 largest cities are located within 200 miles of this vibrant, fast-growing town.

San Marcos is the County Seat of Hays County, the 15th fastest-growing county in the United States. BusinessWeek Magazine named San Marcos as one of the "Top 10 Places to Raise Children," while CNN/Money.com reports that Hays County ranks third in the nation for job growth in the last decade, with San Marcos accounting for the majority of the growth.

Dramatic scenery, clear water, a mild climate and abundant recreational opportunities combine to make San Marcos a wonderful place to live and work. Sports lovers can participate in year-round outdoor activities or choose from the area's college and professional sports teams. Residents and visitors also enjoy the many live music and performing arts venues in San Marcos and the surrounding area. San Marcos is ranked as one of the top tourist destinations in Texas, with 11 million visitors coming annually to Tanger Outlet Center and Prime Outlets.

San Marcos' economy is strong and getting stronger. Growth is driven by its pro-business attitude, comparatively low taxes, affordable cost of living, desirable location, excellent quality of life, and abundance of available commercial, industrial and retail sites.

San Marcos City Government

The goals of the City Government are to safeguard the health, safety and welfare of the City's residents, provide for a high quality of life, foster intergovernmental liaison and communication, encourage responsible citizenship, promote sound community and economic development, conserve and protect the City's natural resources and environment.

The City Council has adopted five goals: Expanding Economic Development, Improving the City's Image, Enhancing the Region's Transportation Grid, Improving Collaboration between the City and Regional Entities, and Supporting Environmental Protection and Smart Growth.



Position Summary

The City Clerk plans, coordinates and manages the operations and activities of the City Clerk's Office; serves as custodian of the City's official records and responds to open records requests; provides staff support to the City Council; administers municipal election processes; plans and coordinates City events and supervises personnel in the City Clerk's Office.

Reporting

The City Clerk is appointed by the Mayor and City Council and is supervised, on a day to day basis, by the City Manager. Five City employees report to the City Clerk including 2 deputy registrars, 1 records management coordinator, 1 deputy city clerk, 1 administrative assistant.

San Marcos City Clerk

Essential Duties and Responsibilities

The City Clerk is responsible for performing or ensuring all duties outlined in the City Charter, including, but not limited to:

- Plans and organizes City Council meetings and all City events, and appropriate and timely communication thereof; prepares meeting agendas/packets, proclamations, ordinances, resolutions, minutes, and other documentation for the City Council; administers and monitors the budget for City Council activities; updates and maintains the Mayor and City Council Member calendars; coordinates and books travel arrangements for Council.
- Provides oversight for the City's official records and documents to include maintaining various types of municipal records and documents including minutes, ordinances, resolutions, vital records, deeds, contracts and easements; administers and coordinates the City's Records Management System; updates and maintains the City's computerized indexing system.
- Receives and responds to open records requests from the public; prepares submissions to the U.S. Department of Justice and State Comptroller as necessary.
- Monitors changes in local, state and federal legislations and monitors compliance for areas of responsibility.
- Administers City election processes including Department of Justice submissions; prepares and maintains election documents; coordinates election activities with the Hays County Election Administrator.
- Manages and coordinates the day to day operations of the City Clerk's Office to include hiring, training, supervising, evaluating and disciplining assigned personnel; administers and monitors the department budget including reviewing and authorizing expenditures; ensures excellent customer service and approachability of staff.

Qualifications

- High school diploma or equivalent, GED
- A Bachelor's Degree in Business, Public Administration or equivalent experience, preferred.
- 5-7 years progressively responsible experience in a managerial/supervisory position, required.
- Certification under the Texas Municipal Clerk Certification Program, preferred.
- Extensive computer skills including the Microsoft Office Suite, required.
- Document management/imaging system, financial software, electronic agenda software and website maintenance experience, preferred.
- Excellent and demonstrated verbal and written communication skills, required
- Proven and superior attitude of customer service, required
- Excellent public speaking skills, required.
- Certified Notary Public
- A valid Texas Driver's License with an acceptable driving record.
- Must reside within the City of San Marcos City Limits with 90 days of appointment to the position.

How to Apply

Interested applicants should e-mail a letter of interest and a resume to:



Kay Stroman
kay@stromangroup.com
Subject: City Clerk

For general inquiries you may reach Kay at: 512/393-1040

San Marcos, Texas City Clerk

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Closing date for this position is September 3, 2010. Interested candidate should apply immediately by providing a cover letter, comprehensive resume, salary history and professional references via e-mail to Kay Stroman, The Stroman Group, LLC, kay@stromangroup.com. Please call Kay at 512/393-1040 for general inquiries. A detailed profile for this position is available on the City of San Marcos website at www.sanmarcostx.gov.