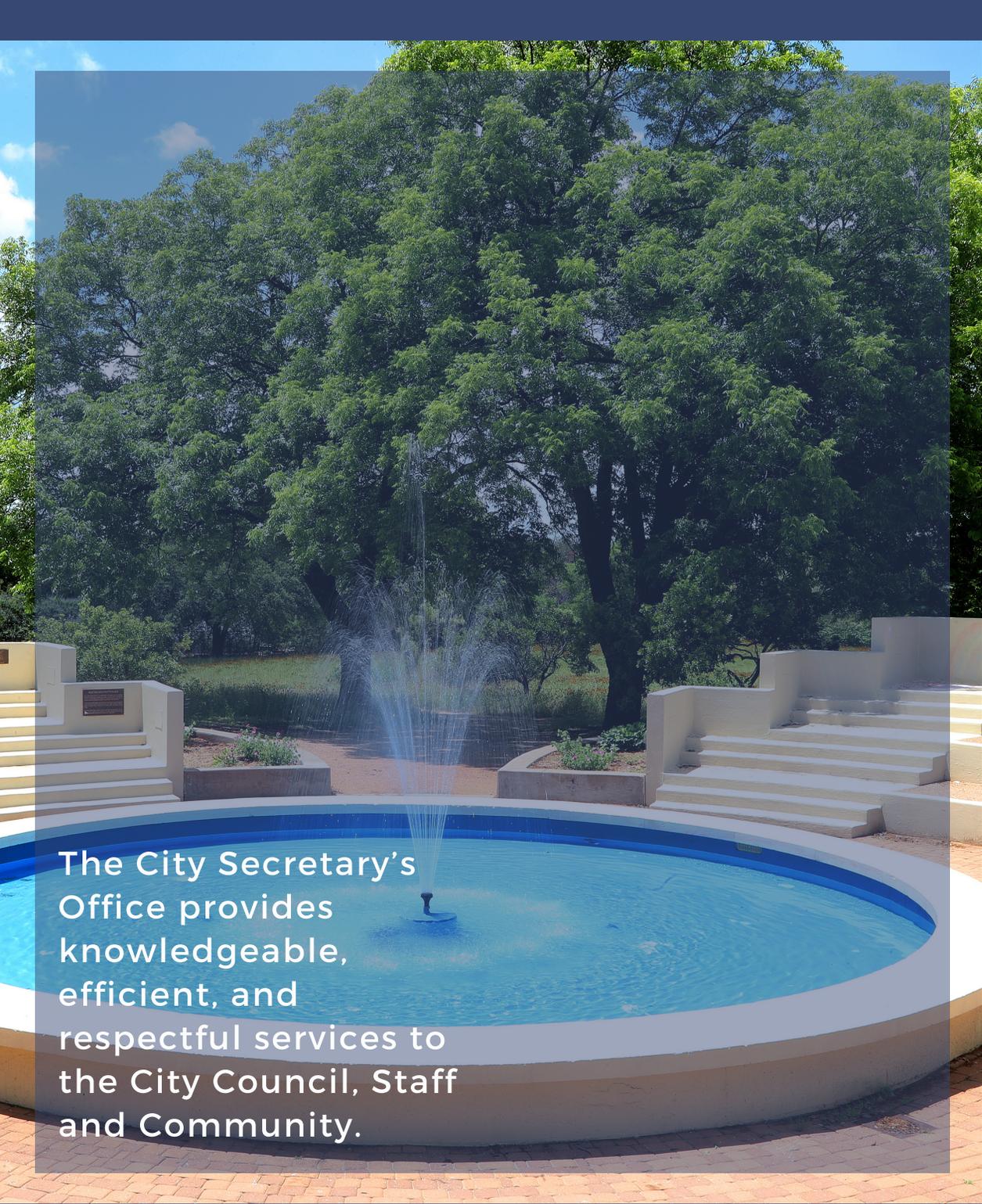




WORK FOR WACO

Impact the Future

NOW HIRING ASSISTANT CITY SECRETARY



The City Secretary's Office provides knowledgeable, efficient, and respectful services to the City Council, Staff and Community.

The Assistant City Secretary will:

- Assist in the overall operation and administration of the City Secretary's Office.
- Create and maintain relationships with City departments and external entities and coordinate various activities.
- Provide a high level of administrative support to the City Secretary.
- Establish and maintain an effective working relationship with the City Council, City Manager's Office, City Staff, and the public.
- Work independently and effectively in a high-pressure environment with consistent changing priorities while striving to complete daily assigned tasks.
- Interact with the public courteously and tactfully while providing the public with information within the cities policies and procedures all while exercising the highest degree of confidentiality.
- Represent the City Secretary 's office at community organizations, public gatherings, and other governmental agencies.
- Plan, organize and coordinate outreach, training, education events and activities.
- Provide administrative support to the Council and serve as the local filing authority for officials' filings.

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The City of Waco provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, or any other legally protected status under applicable federal, state, and local laws. We are a drug and smoke free workplace. We offer a competitive compensation & benefits package.

WORKING FOR THE CITY OF WACO

Our Vision

Our home: where everyone belongs and thrives while moving forward together.

Our Mission

To provide exemplary municipal services for citizens and visitors in a collaborative and transparent manner while honoring the public's trust.

Our Values

Provide excellent and innovative services.
Promote equity and inclusion in all we do.
Focus on teamwork.
Invest in people.
Do the right thing.

