

CITY OF BEACH CITY

12723 FM 2354

Beach City, Texas 77523-0915

(281) 383-3180 Office (855) 743-0559 Fax

city@beachcitytx.us



The City of Beach City is seeking qualified candidates for the position of Assistant City Secretary. The Beach City office is located on FM 2354 inside the Beach City Community Building.

Job Title

- Assistant City Secretary

Work Place

- City of Beach City 12723 FM 2354, Beach City, TX 77523-0915

Work Hours and Schedule

- Part time work, hours and schedule will vary. Hours are typically no more than **7- 15 hours per week**.
- Will need to attend occasional City Council meetings

Duties and Responsibilities include but are not limited to:

- Assist the City Secretary as necessary and as instructed
- Maintain electronic and hard copy filing system
- Handle request for information and data (Public Information Request)
- Prepare and modify documents including correspondence, reports, drafts, memos, emails, council agendas, and meeting minutes
- Receive permit applications and issue building permits, etc.
- Answer phones, emails and handle citizens request
- Prepare, record and make bank deposits

Education Requirements (Minimum):

- High School graduate or equivalent

Experience (Minimum):

- 2-4 years of administrative assistant, or similar office, experience

Skills, Abilities and Personal Traits:

- Must be honest, trustworthy and dependable
- Excellent communication skills - written and verbal
- Good interpersonal skills
- Prioritizing, planning and organizing
- Able to work alone or as a team
- Flexibility with work hours for office coverage
- Proficient in Microsoft Word, Excel, Outlook and QuickBooks (PowerPoint is a plus)

Physical Requirements:

- Lifting 20 lbs., sitting, walking, standing, and working in a small crowded office

Please respond with your resume and contact information to: city@beachcitytx.us or you may fax your resume to: 1-855-743-0559.

Resumes are being accepted from March 8, 2018 through March 29, 2018, or until the position has been filled.