



## City of Progreso City Clerk

**Approved by:** City Manager

**Department:** Administration

**Approved Date:** 2/20/2026

**Reports to:** City Manager  
**FLSA Status:** Exempt

### **General Statement of Duties**

Under the general supervision of the City Manager, the City Clerk supports the needs of the City Council in its legislative capacity including preparation and posting of agendas. The City Clerk performs varied responsible clerical or secretarial work, which includes administrative responsibility, in accordance with the organization's policies and applicable laws. General and specific assignments are received and are usually under little direct supervision allowing latitude for use of independent judgment. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The City Clerk holds a pivotal role as the custodian of city official records, ensuring their safekeeping and preservation. With meticulous attention to detail, the City Clerk certifies accuracy of ordinances, resolutions, and minutes. As the municipal Elections Administrator, the City Clerk ensures the integrity of electoral processes and maintains compliance with Election Law. With a strong customer service orientation, the City Clerk provides courteous assistance to the public while maintaining a professional image. The City Clerk plays a crucial role in maintaining community goodwill for city staff and city council.

### **Essential Functions**

The primary duties for the incumbent include:

- Maintain regular, reliable, and prompt attendance, physically present to work.
- Agenda preparation and posting (comply with Art. 6252.17 in posting the agendas).
- Attend City Council meetings and take minutes; write the minutes into final form, have the council approve the minutes and obtain the mayor's signature and place the City's seal on the page with the Mayor's and Clerk's signature.
- Draft ordinances and resolutions, proclamations, and election orders.
- Issue permits (peddlers, beer and wine and off-premises permits, taxi permits, special events permit (carnival, circus, tent show, or any other exhibition in open-air or in tents) and permits for wells.
- Serve as the City's Records Management Officer in accordance with the Public Information Act (formerly Open Records Act) to ensure that all records in the possession of and pertaining to the operation of the governmental body is available to the public through a systematic process. The Records Management Officer has the authority to release records in accordance with the Public Information Act except for the Fire Department, Municipal Court, and Police Department records.
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Read and analyze incoming memos, submissions, and reports, to determine their significance and plan their distribution.
- Files and retrieves corporate documents, records, and reports.
- Designated Public Information Officer.

- Complying with applicable State Laws when processing Public Information Requests.
- Supervising staff withing City Clerk's office.
- Act as Liaison between City Commission and the public.
- Ensure municipal records are accessible to the public.
- Responsible for Ethics filings.
- Prepare and publish public notices.
- Administering oaths of office.
- Perform other duties as assigned.

### **Supervisory Responsibility**

This position has supervisory responsibilities. As an ongoing part of the position, the employee can expect to schedule, supervise, monitor, and review work assignments, give direction and guidance to staff as needed.

### **Minimum Qualifications and Requirements**

Required high school diploma or equivalent GED. A bachelor's degree (B.A.) from four-year College or university; or three years related experience and/or training; or equivalent combination of education and experience. Texas Municipal Clerk certification or ability to acquire within 3 years of employment and be recertified every five years.

### **Position Type/Expected Hours of Work**

This is a full-time, exempt position, with a 40-hour work week. Incumbent must have the ability to work flexible hours including holidays, evenings, and weekends, if needed. Participation in City sponsored special events, training, or meetings may be required.

**Knowledge** - Basic Knowledge of Texas Municipal Law. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources. Knowledge of the use of the following computer software: Microsoft Office, QuickBooks and Pro Plus

**Skills** – Support strong customer service approach. Communicating effectively in writing as appropriate for the needs of the audience. Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches. Understanding the implications of new information for both current and future problem solving and decision-making. Talking to others to convey information effectively.

### **AAP/EEO Statement**

The City of Progreso is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Progreso will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

*The city focuses on identifying candidates who are customer oriented and committed to public service to create a culture that is committed to diversity.*

**Signature**

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_