**Assistant City Secretary – Amarillo, TX**

Amarillo sits at the crossroads of America, almost equidistant from both coasts, with a population of 199,000 residents and covering 100 square miles. Amarillo is the 14th largest city in Texas in terms of population. Located in Potter and Randall counties in the Texas Panhandle, it is the county seat of Potter County. Amarillo is situated at the intersection of Interstate 40 and Interstate 27, approximately 120 miles north of Lubbock, 360 miles northwest of Dallas-Fort Worth, and centered approximately 275 miles from both Albuquerque and Oklahoma City.

The City of Amarillo seeks an experienced Assistant City Secretary with a thorough knowledge of the state and federal rules and regulations covering municipal government, open records, public information, elections, and open meetings. The ideal candidate must operate at a high level of organization and possess exceptional written and verbal communication skills. With tact and diplomacy, the Assistant City Secretary will encourage an inclusive and collaborative working environment with elected officials, administrative staff, co-workers, and citizens. The successful candidate will operate with discretion and confidentiality as it relates to sensitive and/or confidential information and demonstrate integrity, honesty, trust, and openness at all times.

This position requires a bachelor’s degree in business administration or a related field and a minimum of five years of progressively responsible administrative experience. Texas Registered Municipal Clerk certification is required or the ability to achieve certification within three years from the date of hire. A valid Texas Driver’s License is also required. The City may consider any combination of experience and education in determining a candidate’s qualifications.

Please apply online at: <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

**Larry Gilley, Senior Vice President**

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