

Job Duties

- Record keeper of City Council Agendas, Minutes, Ordinances, Resolutions
- PR Coordinator- distribution and spreading of information via social media and the City webpage.
- Customer Service
- Elections Officer
- Records management Officer
- Public Information Officer and [Public information requests](#)
- Issue Vendor, Beverage Permits
- Business Registrations
- Replats
- Variance Requests
- Coordinator (boards, commissions, contracts, insurance and personnel)



Staff Contacts

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City Secretary

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[View PDF](#)