



City Secretary



Full-Time Exempt Position
Competitive Salary DOQ
Premium Benefit Package

Application Deadline: **Friday, August 19th, 2022 at 5:00 p.m.**

THE LUCAS COMMUNITY

Lucas, Texas is a charming bedroom community located northeast in the Dallas-Fort Worth Metroplex. The community has unique features such as appealing rural atmosphere, animal friendly neighborhoods, exceptional educational systems, proximity to retail, low crime rate, high quality housing, and large lot sizes.

With a population of over 8,000, Lucas is expected to grow steadily as people leave the more urban areas of the metroplex and seek the higher quality of life that Lucas offers its residents. Most Lucas residents work outside of the City limits and commute within the Dallas area. Lucas enjoys a stable economy and has benefited from a robust economy in the metropolitan area. Given Lucas' convenient location, proximity to higher population density areas and the high quality of home sites available, the City continues to prosper economically.

The citizens of Lucas enjoy a unique quality of life that incorporates a rural lifestyle, family-friendly atmosphere, and natural beauty which is preserved through zoning that requires homes to be built on large lots. Lucas is primarily a residential community consisting of single-family homes and some commercial areas located along the outskirts of the City. Lucas is an affluent community where the average median income is \$174,500 and the average home market value is \$908,900.



The City's excellent educational system consists of six independent school districts including the Lovejoy Independent School District (LISD) which is consistently ranked as one of the best school districts in Texas. LISD has three schools located in Lucas: Joe V. Hart Elementary School, Willow Springs Middle School, and Lovejoy High School. There is also a private school, Lucas Christian Academy, that is located within the City.

Lucas has three public parks available to the public: Lucas Community Park, Kenneth R. Lewis Park, and Forest Creek Park. The Trinity Trail at Lavon Lake borders along the eastern boundaries of Lucas and is a 25-mile trail available for horse riding, hiking, running, and other recreational activities. Lucas also borders along Lavon Lake which provides convenient access for residents to enjoy activities on the lake.

Lucas continues to be a stable and attractive community due to being located outside the pressures and restrictions of intense urban life, and its convenient location relative to local and regional economic and recreational centers. Lucas continues to maintain an exceptional quality of life focused on family, a quiet country atmosphere, and surrounded by beautiful trees and open space.

THE CITY ORGANIZATION

The City of Lucas was incorporated in 1959 and is now home to over 8,000 residents. The City adopted its Home Rule Charter in 2008 and operates under the Council-Manager form of government. The City Council is composed of seven members, including the Mayor and six council members elected at-large and is responsible for enacting local legislation, adopt budgets, determine policies, and provide for the adoption and execution of the laws of the City. The City Manager is appointed by the City Council to serve as chief executive officer of the City for the proper administration of the City.

The City has an established organizational structure and a Leadership Team that reports to the City Manager. The Leadership Team includes the City Manager who appoints directors and key leaders in the organization to ensure City goals are accomplished.

The City currently has 41 full-time employees who staff departments in Administration, Finance, Development Services, Public Works/Engineering, and Fire-Rescue. Although the City does not have a police department, the City contracts with the Collin County Sheriff's Office for assigned deputies to patrol Lucas.

THE CITY ORGANIZATION *(continued)*



The City has established LUCAS organizational values based on the following principles to ensure the provision of extraordinary public service:

- ❖ **Leadership** - influencing the behavior of others through positive role-modeling.
- ❖ **Understanding** - exercising good judgment and being tolerant of diverse perspectives.
- ❖ **Communication** - embracing transparency through the sharing of information.
- ❖ **Aspire** - demonstrating the desire to achieve.
- ❖ **Service** - having a passion for helping others.

- The City is in excellent financial position with AA+ bond rating and current annual budget of \$14.9 million. The City has one of the lowest property tax rates in the Dallas-Fort Worth Metroplex. The current property tax rate is \$0.288397 cents per \$100 of valuation.
- The City's conservative financial practices require the General Fund reserve and Water Fund reserve equal to at least six months of working capital (or 50% of expenditures). The City continues to receive the prestigious Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 11th consecutive year.



THE POSITION

The City Secretary is selected, appointed, and serves at the pleasure of the City Council. As chief executive officer of the City, the City Manager provides oversight and guidance to the daily activities of the City Secretary. The performance of the City Secretary is reviewed annually by the City Council with input from the City Manager.

Essential Functions:

- Coordinates and ensures compliance with the Public Information Act by overseeing request for public information and ensures that all information is released according to state law.
- Serves as the Records Management Officer and is responsible for establishing, maintaining, updating, and preserving all historical, public and legal records for the City in compliance with the Texas State Library Records Retention Schedule. Maintains original files for the City including contracts, bonds, agreements, litigation, and legal notices.
- Attend all City Council meetings to record meeting minutes and ensure meetings comply with mandated requirements.
- Performs follow through on items acted upon by the City Council including composing and preparing correspondence and advising various individuals of City Council actions ensuring that resolutions and ordinances are in proper format and executed, tracking committee and commission actions and preparing documents on their behalf.
- Prepares and posts Board and Commission agendas, including the coordination and review of agenda back-up material, finalizing the agenda and is responsible for a quality end product. Distributes agenda materials in a timely fashion.
- May be asked to attend Board and Commission meetings to record meeting minutes and ensure meetings comply with mandated requirements.
- Accept board and commission applications and assist City Council in appointment process.

THE POSITION *(continued)*

- Acts as elections administrator to ensure all legal requirements are met, including coordination of all aspects of the City's General and Special Elections, and works directly with Collin County Elections for all municipal elections, monitoring election procedures during election process, ensuring compliance with Texas Local Government law and election rules and regulations.
- Creates, posts, updates, maintains and analyzes features of the City's website, and any other form of electronic communication supported by the City.
- Assists with the preparation of ordinances and resolutions as requested. Files ordinances and resolutions of the Council and oversees the codification of ordinance into the municipal code.
- Prepares and advertises meeting agendas, bid and other advertisements and legal notices of public hearings and special meetings.
- Facilitates an effective communication program through the creation of the City's monthly newsletter and assists with community outreach.

Secondary Functions:

- Performs and oversees all duties related to Municipal Court, communications with the Judge, prepares dockets and disposition of cases.
- Files monthly/quarterly State required reports.
- Performs certification and recording for the City as required on legal documents and other records requiring such certification.
- Administers the issuance of alcohol permits and logo trademark documentation.
- Works on special event projects and attends special events (i.e., Founders Day, Country Christmas).
- Accepts legal documents served to the City.
- Administers oath of office to public officials.
- Serves as a notary public.
- Performs all other duties as assigned.

QUALIFICATIONS

- Minimum of seven (7) years of related experience or any equivalent combination of education and experience, equivalence to be determined by the employer.
- Prefer graduation from a college or university with a bachelor's degree in business management, public administration, or a closely related field preferred.
- Prefer Texas Registered Municipal Clerk (TMRC) certification.
- Must be able to obtain Notary Public Certification within six (6) months of employment.
- Valid Texas Driver's License.

COMPENSATION & BENEFITS

Competitive salary is dependent on qualifications and experience. The City of Lucas also offers an excellent benefits package which includes:

- Health, Dental & Vision Insurance: 100% paid coverage for employee premiums.
- Life Insurance and Accidental, Death & Dismemberment (AD&D): 100% paid coverage
- \$50,000 employee life insurance coverage.
- Teladoc: 100% paid coverage for employee.
- Employer provided HRA: \$300 yearly.
- Long Term Disability Employee Assistance Program
- Texas Municipal Retirement System (TMRS): Full-time employee contribution is 7% and the City of Lucas matches 2 to 1.
- Deferred Compensation: A voluntary 457 Deferred Compensation Plan is available for employee participation.
- Holidays: 11 fixed holidays per year.
- Vacation Leave: Starting at 10 days (or 80 hours) per year.
- Sick Leave: 96 hours per year (max accrual of 480 hours).
- Longevity Pay: \$4.00 per month upon completion of a full year of service.

HIRING PROCESS

To be considered for this outstanding job opportunity, please apply online at:
www.lucastexas.us/job-opportunities

To apply, submit the following to Human Resources:

- Application
- Resume
- Cover Letter

All applications and documents must be submitted to Human Resources by 5:00 p.m. on Friday, August 19th, 2022.

Following a review of the applications and documents received, only the most qualified candidates will be invited to participate in the interview process. Final appointment of the position will be contingent upon successful completion of a background investigation. The City of Lucas is an equal opportunity employer.

CONTACT US

City of Lucas
Human Resources Department
665 Country Club Road
Lucas, Texas 75002
Telephone: (972) 912-1204
Email: hr@lucastexas.us
Website: www.lucastexas.us