



CITY SECRETARY

BROWNSVILLE, TEXAS





THE COMMUNITY

With its rich history, diverse community and booming aerospace industry, Brownsville has a truly prominent place “On the Border, By the Sea, and Beyond!”

The City of Brownsville is the county seat of Cameron County. It is the southernmost city in Texas and the largest city in the Rio Grande Valley. Its location is attractive since it is closest to major tourism and business travel attractions of the area: South Padre Island, SpaceX Starbase, and the Gladys Porter Zoo - rated one of the best zoos in the United States. Downtown Brownsville is experiencing a renaissance with over \$100 million in investment.

The City encompasses approximately 145 square miles and is located approximately 17 miles inland from the Gulf of Mexico on the north bank of the Rio Grande River directly across from Matamoros, Mexico. The City serves as a trade center for much of the lower Rio Grande Valley. Brownsville’s location on the Rio Grande River delta has also provided unique hydrological features called resacas. Resacas are former channels of the river delta that now provide bodies of water throughout the city that are rich habitats for birds, enjoyed and admired by the community.

According to the U.S. Census Bureau, Brownsville’s population grew 34% from 139,722 in 2000 to 186,738 in 2020. Even during this period of rapid growth, Brownsville has retained its identity and historical significance. Brownsville has gained national recognition for its success in improving the quality of life for its residents. Brownsville is a two-time All-America City award winner, was ranked in the Top 5 of best places to live for quality of life by U.S. News & World Report, a Robert Wood Johnson Foundation Culture of Health winner (out of 200 cities), and an AARP Age Friendly Community (one of only six in Texas). Over recent years, Brownsville has been the regional leader in the construction of an extensive, interconnected trail network and is a Bronze Level Bicycle Friendly Community. Together with 10 neighboring cities, the Caracara trail network encompasses 428 miles of trail and has been recognized as a TrailNation project by the Rails-to-Trails Conservancy. The city is also hosting the 2024 Texas Amateur Athletic Federation (TAAF) Games of Texas and expected to host over 10,000 competitive athletes.

In September 2014, SpaceX broke ground at Boca Chica Beach, located approximately 17 miles east/northeast of Brownsville, to construct a commercial launch site. Today, SpaceX is one of Brownsville’s largest employers and other aerospace industries are basing in Brownsville, which continues to add momentum to this exciting industry segment by announcing the construction of a second launch pad. Brownsville has also attracted other emerging industries related to advanced manufacturing, energy, international trade, and health. These additions are having a positive economic impact in Brownsville and other Rio Grande Valley communities by attracting new businesses and industries, increasing tourism, and expanding employment and educational

THE COMMUNITY, CONTINUED

opportunities. Additionally, at the Port of Brownsville, NextDecade LNG has begun construction on an \$18 billion project which is touted as one of the Top Capital Investment project in Texas by the Governor's Economic Development & Tourism Department.

Houston-based Avelo Airlines is now servicing Brownsville, and is the newest airline to join the Brownsville Airport. They offer direct, affordable flights from Brownsville to Los Angeles (Hollywood/BUR) and from Brownsville to Orlando (MCO).

Almost 38,000 area youth are served by the Brownsville Independent School District, along with a variety of charter private/parochial and online learning institutions from which to choose. Post-secondary education options include the University of Texas at Rio Grande Valley, Southmost College, and Southern Careers Institute.

Brownsville has a median household income of \$46,912 and an average home value of \$164,881.

Major Employers

Space X

Seatrium AmFELS

Brownsville
Independent School
District

City of Brownsville

Valley Regional
Medical Center

IAI, International
Assembly





GOVERNANCE AND ORGANIZATION

The City of Brownsville was incorporated on February 7, 1853. A city commission-manager (council-manager) form of government was adopted on January 1, 1916. Policy-making and legislative authority are vested in a governing City Commission consisting of a mayor at-large, two city commissioners at-large, and four district city commissioners. City Commission members serve four-year staggered terms.

The City provides the full range of municipal services contemplated by statute or charter. This includes public safety, streets, sanitation, health and social services, culture and recreation, public improvements, planning and zoning, tourism, and general administrative services. Other services include public transportation, utilities, airport, and business-industrial parks operations (which includes the City's foreign trade zone). The City's budget for fiscal year 2023 totals \$162 million. The City has a total of 1,200 full-time employees.



ABOUT THE DEPARTMENT

The City Secretary's Office, with its team of seven staff members, consists of the City Secretary, Deputy City Secretary, a Records & Information coordinator, Administrative Specialist and three Fiscal Clerks.

Department Mission

To support and facilitate governmental processes by:

- Assisting the Mayor and City Commission in fulfilling its duties and responsibilities;
- Providing efficient public access to municipal records;
- Enhancing public participation in municipal governmental processes;
- Ensuring the integrity the municipal election and records management processes;
- Providing continuity for city government by recording its legislative actions and serving as historian for the City; and
- Providing administrative support to all city departments, boards and commissions of the City of Brownsville.

Vision

The Office of the City Secretary is at the forefront in the provision of legislative and administrative processes in municipal government and is to ensure the accuracy and legality of all city documents. As The Office of the City Secretary, teamwork, participation, initiative, and service-in-value are what drives our Department to best serve the citizens of Brownsville in accordance with State and Municipal Laws. We believe in value, we believe in our citizens, and are here to safeguard all records trusted and vested to the City of Brownsville.

The City Secretary's Office provides a variety of services to the community, as well as support to elected and appointed City officials:

- Issuance and registration of birth and death certificates
- Issuance of liquor/beer/wine permits
- Recording and retention of City Commission/Boards and Commissions minutes, ordinances, and resolutions
- Posting public notices for all City Commission/Boards and Commissions in compliance with the Texas Open Meetings Act
- Administering Regular, Charter, and Special Elections
- Issuance of proclamations, special recognitions, and awards



ABOUT THE POSITION

The City Secretary serves many crucial roles within the City of Brownsville. Under the direction of the City Manager, the City Secretary serves as the Commission certifier, records custodian, local registrar, and elections administrator.

This detail-oriented position serves as the custodian of Official City paper and digital records and carries out the legal requirements for certifying and recording resolutions, contracts, easements, deeds, and bonds as well as the codification of ordinances. In addition, they will follow records retention schedules using document imaging software. This position also coordinates the preparation and posting of meetings agendas and notices for both City Commission and Advisory Boards/Commissions.

The incoming City Secretary will attend regular and special meetings of the City Commission, Ethics Advisory Board, and other boards as needed and will produce accurate recordings of the proceedings and minutes utilizing legislative terminology.

This position also serves as the Local Registrar and produces vital statistics certificates, permits, and forms while also maintaining thorough records for the City Cemetery. They will also facilitate with the Legal Department the lawful disclosure of public information. The City Secretary serves as the election administrator and coordinates general and special elections with the Cameron County Department of Elections & Voter Registration. They will provide education regarding voting regulations and procedures as needed and process election expenditures. They will also administer the issuance of Texas Alcoholic Beverage Commission licenses and other regulatory licenses in the City.

Other essential functions of the City Secretary include directing, supervising, and evaluating department staff. This position manages financial activities, budget development and monitors expenditures along with facilitating the planning and implementation of special events.

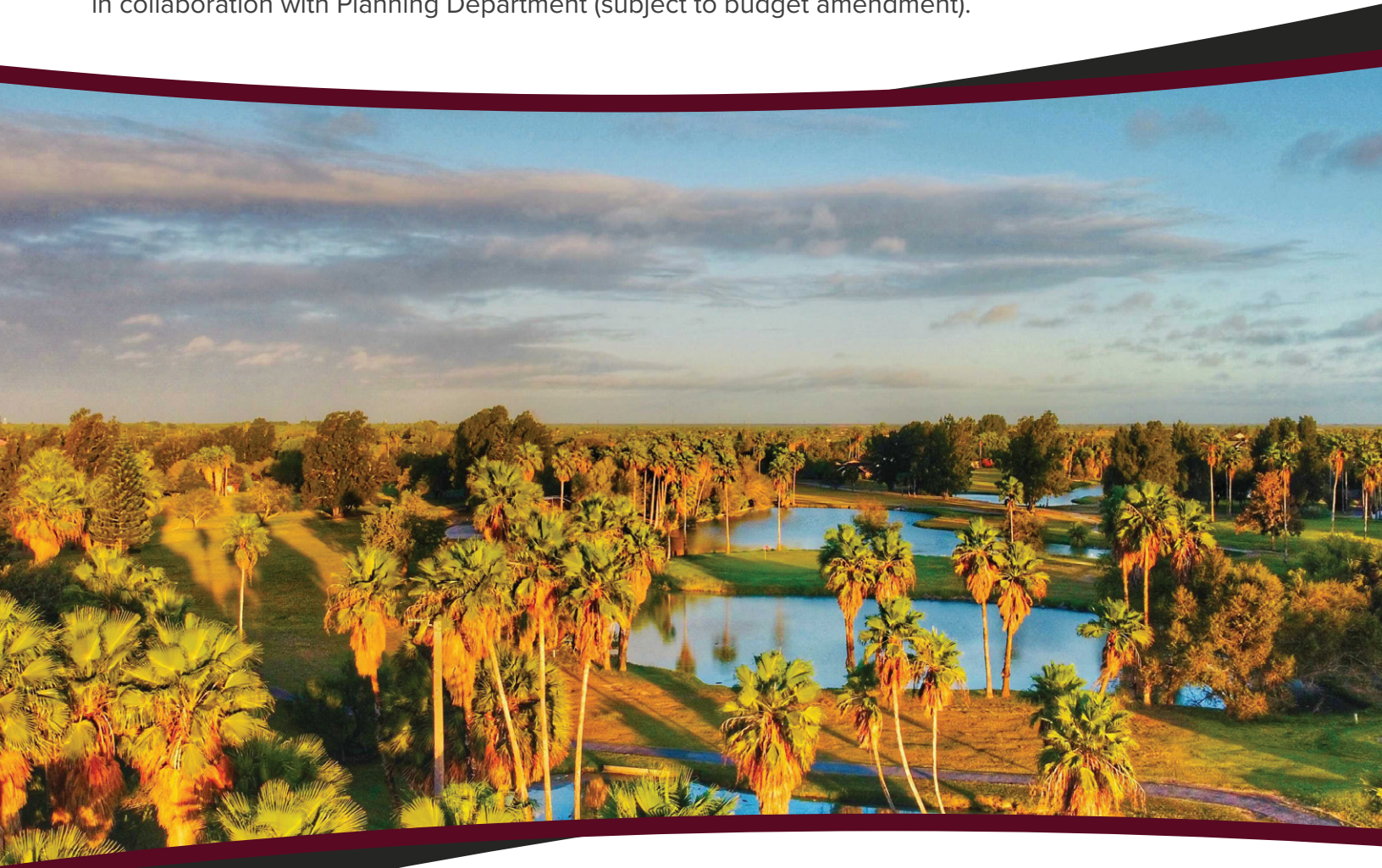
OPPORTUNITIES AND CHALLENGES

Short-Term

- In collaboration with Enterprise Applications, implement software to apply for vital records online to increase efficiency and improve customer service
- Implementation of a Boards and Commission Recording Secretary training workshop & handbook
- Providing in-person and virtual Candidate Orientation Training for City Elections prior to candidate filing period
- Improvement of records management and retention program/conduct annual audit of destruction of records following Local Government Retention Schedules/conduct department visits, updates, and trainings

Long-Term

- Reassess and streamline Boards and Commissions term tracking, application, and training for Recording Secretaries.
- Implement phased implementation of CivicClerk for City Boards and Commissions.
- Reassess and create online Texas Alcohol and Beverage Commission (TABC) City permit process in collaboration with Planning Department (subject to budget amendment).



IDEAL CANDIDATE

Brownsville's City Secretary will be a strong leader with excellent interpersonal and customer service skills who shows good judgement and accountability. They should have solid communication skills, a strong initiative, and professionalism along with the ability to work with key stakeholders. This individual should also have an attention to detail with a keen understanding of budget development, project management, and critical thinking.



EDUCATION & EXPERIENCE

Candidates for this position must have a bachelor's degree, or training equivalent to four years of college education, in business management, political science, or related field. Texas Municipal Clerks Certification is preferred. The new hire will be required to obtain the Texas Municipal Clerks Certification within three years of hire. Candidates should also have six (6) years of related work experience with progressively responsible experience in management and supervision. They should display a significant level of judgement, the ability to address very complex issues, and the ability to prioritize work to meet the needs of the City.

COMPENSATION & BENEFITS

The salary range for this position is \$88,867 - \$137,736, depending on qualifications and experience. The City provides an exceptional comprehensive benefits package, including employee and family medical, dental, and life insurance plan. Employees enjoy 14 paid holidays and 10 days of sick leave annually, and 10 vacation days in their first five years of service.

Brownsville participates in a generous retirement plan with retirement opportunities available at five (5) years of service at age 60 or 20 years of service at any age. Employees may also contribute to deferred compensation plans from Equitable and supplemental insurance plans from AFLAC and Colonial Life.

THE APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

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The City of Brownsville does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

RESOURCES

City of Brownsville
brownsvilletx.gov

Brownsville Economic Development
brownvilleedc.org

Brownsville Chamber of Commerce
brownvillechamber.com

Brownsville Convention & Visitors Bureau
visitbtx.com

