

CITY OF DADEVILLE
265 NORTH BROADNAX ST
DADEVILLE, AL 36853
(256) 825-9242

Job Summary

- **Position Title:** Mayoral Secretary
- **Department:** City Hall / Administration
- **Reports To:** Mayor
- **Employment Type:** Full-Time

Core Responsibilities

Public Relations & Communication

- **First Contact:** Serve as the initial point of contact for citizens, businesses, and visiting officials.
- **Citizen Inquiry Management:** Handle routine inquiries, route public complaints to appropriate departments, and filter items requiring the Mayor's attention.
- **Correspondence:** Draft, proofread, and send official letters, memos, emails, and proclamations on behalf of the Mayor.
- **Digital Outreach:** Maintain and update the town website or social media accounts with mayoral announcements.

Administrative Support & Schedule Management

- **Calendar Management:** Coordinate the Mayor's daily schedule, including booking appointments, meetings, and public appearances.

- **Travel Coordination:** Arrange travel itineraries, book lodging, and process reimbursement vouchers for the Mayor and Council members.

Town Council & Committee Assistance

- **Venue Booking:** Manage reservations for the town council chambers or other municipal public rooms.

Civic Events & Budgeting

- **Event Planning:** Coordinate local civic events, parade appearances, ribbon-cuttings, and volunteer recognition receptions.
- **Fundraising Support:** Assist in organizing community and charity events sponsored by or assisted by the mayor's office.

Required Knowledge, Skills, and Abilities

- **Discretion:** Absolute adherence to confidentiality regarding sensitive city policies, legal matters, and citizen complaints.
- **Communication:** Exceptional verbal and written English skills suited for interacting with a diverse local populace.
- **Software Proficiency:** Mastery of Microsoft Office Suite (Word, Excel, PowerPoint)
- **Legal Awareness:** Basic understanding of local government structure, public records transparency laws, and standard municipal filing protocols.
- **Organization:** Ability to balance frequent public interruptions at City Hall with highly detailed record keeping tasks.
- Other duties as assigned.

Education and Experience Requirements

- **Minimum Education:** High School Diploma or equivalent required; an Associate's Degree is preferred.
- **Experience:** Minimum 3 years of progressive clerical or secretarial experience. Prior experience working in local county or municipal government is a strong advantage.
- **Certifications:** Ability to pass a background check.
- Pay based on experience.

APPLICATIONS CAN BE PICKED UP AT CITY HALL, 265
NORTH BROADNAX STREET, DADEVILLE, AL 36853.

APPLICATIONS WILL BE ACCEPTED UNTIL 5 PM MAY 22,
2026.