City Secretary Position Profile

City of Alpine
Alpine is a city in and the county seat of Brewster County, Texas, United States. The population is currently over 6000 full time residents and the community blossoms to over 8000 when the University is in session. The town has an elevation of 4,475 feet, and the surrounding mountain peaks are over a mile high. The university, hospital, library, and retail make Alpine the center of the sprawling (12,000 square miles) but wide open Big Bend area (combined population only 12,500) including Brewster, Presidio, and Jeff Davis counties.
Attractions in and close to Alpine

**Museum of the Big Bend**, fun and informative displays, a children's corner, and a quality gift shop, on the campus of Sul Ross State University, giving background information on sights in the Big Bend Region.

**Turner Range and Animal Science Center**, hosts several rodeos and horse shows during the year at the covered S.A.L.E. Arena. At other times, students can be seen practicing their skills in the outdoor arena. The facility is near the main campus of Sul Ross.

**Historic Walking/Windshield Tour**, pass historic homes, churches, and other sites, and thru the Main Street City downtown district with several murals, following a brochure available at the Chamber of Commerce.

Alpine Country Club, next to Kokernot Field, has a popular 9-hole golf course.

**Big Bend Brewing Company**, located along U.S. West Highway 90, was established in 2012. Proclaimed the "beer from out here", Big Bend Brewing Company was recently declared the most remote brewery in America. Beer tours and tastings are held weekly.

**Annual Events**

**Texas Cowboy Poetry Gathering**, Usually late February, a celebration of the oral tradition of working cowboys in poetry, song, and music.

Trappings of Texas, April, an exhibit and sale of custom gear and Western art held at the Museum of the Big Bend.

**Big Bend Gem and Mineral Show**, April, at the Civic Center.

Cinco de Mayo, early May, parade, enchilada dinner, music and dancing, car show, Grand Mercado at Kokernot Field.

**Alpine Cowboys**, May 20-July 22, professional baseball at historic Kokernot Field.
**Theater of the Big Bend,** June-July, for over 50 years this local theater troupe has performed various popular plays and musicals at the Kokernot Lodge outdoor amphitheater.

**Fourth of July/Fiestas Barrios,** July 4, parade, food, music, fireworks.

**Viva Big Bend music festival,** July, more than 50 bands at venues from Marathon to Marfa, Fort Davis to Alpine.

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**Drive Big Bend,** driving tours, music, parties, and a car show at Kokernot Field for antique, classic, and performance automobiles.

**Big Bend Ranch Rodeo,** August, displays the skills of working cowboys (rather than rodeo professionals).

**National Intercollegiate Rodeo,** fall, the 70th home event for Sul Ross State.

**No Country For Old Men,** October, this bike race lists itself as "America’s Premiere 1000 Mile Road Race".

**ARTWALK,** late November, art spills from the galleries onto the streets and Arbolitos Park, with chalk art of the sidewalks, live music, and a parade of flags.

**Parade of Lights,** December
Form of Government
The municipal government provided by the City of Alpine Charter is the "Council-Manager" form of government. All powers of the City are vested in an elective body referred to as the "City Council" or "Council". The City Council exercises the powers described in the Charter, subject only to the limitations imposed by the Constitution and laws of the State of Texas.
The legislative and governing body of the City consists of a Mayor and five (5) Councilmembers and are known as the "City Council of the City of Alpine". Councilmembers are elected from districts. Places on the Council correspond to five (5) single-member districts. The five Council members are the decision making authority for the City.
The Mayor is elected from the City at large by direct vote of the citizens and has no administrative responsibilities.

Section 4.03 City Secretary
(A) The Council shall appoint a City Secretary who shall report administratively to the City Manager, but may be removed from office only with the consent of the Council.
(B) The duties of the City Secretary shall be to:
(1) prepare and post notice of Council meetings;
(2) keep the minutes of proceedings of Council meetings;
(3) authenticate by signature and record in full, in a book kept and indexed for that purpose, all ordinances and resolutions passed by the Council;
(4) hold and maintain the City Seal and affix the Seal to all instruments requiring it; and
(5) perform such other duties as may be specified by the Council, City Manager, this Charter, or the laws of the State of Texas.

Ideal candidate
The City of Alpine is seeking a mature leader with a strong, service-oriented approach to servicing municipal operations to be its next City Secretary. The chosen candidate will be expected to commit a reasonable period of time and tenure in service to the City of Alpine. A seasoned professional who is passionate about providing exceptional service to residents will excel in this position.
An articulate communicator with excellent data and administrative skills is a must.
City Statistics
The City currently has 62 full-time employees and an annual budget of $12 million for FY 2017. In addition to our full-service Police Department, the City provides services including water, wastewater and gas utilities, parks and recreation, airport, public works, capital improvements, Volunteer Fire Department and planning and development services.

Key statistics relative to the City include:
• Over 1050 city blocks relative to the city street infrastructure
• Capacity to produce over 3.2M gallons of water daily
• Process over 400K gallons at WWTP daily
• 15+ parks available for resident use
• Over 3000 flights in and out yearly to municipal airport
• Over $500K annually in HOT revenues and allocations
• Over 2600 water customers and 1800 natural gas customers

Compensation and Benefits
The salary range for this position is commensurate with the average pay for a City Secretary of a similar sized city in the state of Texas. The City participates in the Texas Municipal Retirement System (TMRS) and a full range of benefits is provided, including health and life insurance, a generous
leave package, payment of professional dues, and reimbursement for memberships and fees for required licenses and certifications. The selected candidate is expected to live within the City limits.

**Application Process**

Cover letters and resumes should be submitted to: Erik.Zimmer@ci.alpine.tx.us and/or 100 N. 13th St., Alpine, TX 79830

Resumes and cover letters will be accepted through July 29, 2017.