



**POSITION VACANCY ANNOUNCEMENT**  
**City of Seguin**  
**"An Equal Employment Opportunity Employer"**

**SENIOR ADMIN. ASSISTANT**

**# 1386**

**12/23/15**

Serves as assistant to Assistant City Manager; may assist other Departmental Directors in the preparation and/or review of high level departmental reports. Extensive Windows applications experience is required. This position will be required to review and provide input on Departmental correspondence and at time prepare documents for distribution to Council, Management Team and/or Public. The position will also be required to organize meetings, compose agendas and presentations and present information to Council, Management Team and/or Public. The person selected for this position will be required to exercise sound judgment regarding procedures and processes at all times.

Position requires at a minimum a H.S. Diploma or G.E.D. and five years of administrative experience in utilities or a related field. A Bachelor's Degree is preferred. Applicants must possess extensive personal computer skills, have excellent oral and written communications skills, have ability to interact well with the general public and be knowledgeable of office practices and the use of common office equipment. Bilingual preferred. Must successfully complete pre-employment drug screen. Applications accepted at City Hall, 205 N. River, Seguin, Texas 78155, 830-401-2473. Position open until filled. [www.seguintexas.gov](http://www.seguintexas.gov) AA/EOE