

Town of Odessa – Secretary Position Available

Job Description

The Town of Odessa is currently seeking a detail-oriented and personable secretary for a part-time (approx. 64 – 80 hours a month) secretarial position in the town hall. The Town Secretary should have proven experience working in an office, supporting coworkers, volunteers, contractors and clients with varied administrative tasks. Prepare and posts all legal, agenda and meeting notices, while providing support to Mayor & Council, various appointed commissions and boards. Prepares Council minutes, ordinances, resolutions, grants and other related business while maintaining official Town records and oversees those records. The best fit candidate will bring resourcefulness, organization, and communication skills to the town.

Objectives of this Role

- Optimize Town business operations, overseeing office supplies, equipment, and processes, while working with Mayor & Council to maintain the Town Hall and park properties
- Ensure successful workflows, communications, and office setting on a daily basis
- Perform a variety of clerical duties as the face of the office, responding to calls, email requests, and questions
- Distinguish issues requiring immediate attention from routine and communicate to Mayor & Council and Commissions leadership any changes from standard operation

Daily and Monthly Responsibilities

- Open the office daily, answer/direct phone calls, manage email, mail, building permits, copying, scanning, fax correspondence and updating town website
- Generate letters, reports, memoranda, meeting minutes, forms, and similar material from recordings, rough drafts
- Establish and maintain record-keeping system for files, contacts, grants and building permits
- Oversee and order office equipment and supplies
- Attend monthly Town Council Meeting and other meetings as needed
- Assist town residents to resolve in-town issues

Preferred Skills and Qualifications

- Proven secretarial experience
- Exceptional written and verbal communication skills
- Ability to multitask and manage time wisely
- Experience working with Microsoft Office Suite & Outlook
- High school diploma or equivalent
- Previous success in administrative role
- Experience refining and developing processes

Please email your resume to townofodessa@gmail.com by Friday, December 12, 2025