

CITY SECRETARY OPENING

The City of Toyah is seeking a dedicated person for the position of City Secretary. The qualified candidate will be fluent in QuickBooks and Microsoft Outlook, Word, and Excel. Duties include but are not limited to billing, collections, payables, filing and distribution of various forms and documents, and coordinating of council meetings and elections.

If you would like to apply for this position, please stop by City Hall for an application on a Wednesday or Thursday from 12pm - 2pm.