



JOB SUMMARY - The City Secretary attends and records proceedings of official meetings of the City and is the manager and custodian of official records. The City Secretary conducts City elections, including early voting and is the City Treasurer, Finance Department Supervisor, Human Resources and Personnel Director. The City Secretary directs all information systems and data processing efforts and provides control and consistency to the procurement of all supplies, material and equipment.

PERSONAL PROFILE - Melba Haralson was hired by the City of Gladewater in 1994 and appointed City Secretary in 1996. She is a graduate of the Texas Municipal Clerks Certification Program through the University of North Texas and has over 30 years of financial and accounting background. Melba is a member of the Texas Municipal Clerks Association, Texas Municipal Human Resource Association, Texas Government Finance Officers Association, Gladewater Chamber of Commerce, President of the Gladewater Lions Club, serves on numerous committees and volunteers with various community projects and events.