



Message from the Secretary

As the City Secretary, I am responsible for the preparation and documentation of city council meetings and other public gatherings, maintaining all official records, such as contracts, ordinances, resolutions, bids and insurance policies, overseeing city elections, serving as the city's general accountant, supervising the city billing clerks and accounts payable department, and serving as the human resources specialist and liaison for city employees. It is a pleasure to work with the elected officials and staff of the City of Crockett. I will continue to work to make City Hall an efficient and helpful resource for the citizens of Crockett.

Thank You,

Mitzi Stefka

Responsibilities

The Administration and Finance functions of the City of Crockett are managed by the City Administrator and the City Secretary. These duties include, but are not limited to:

- Creation of the annual budget to be submitted to City Council
- Ensure purchasing policy compliance, process payments to vendors, and reconcile payments to the general ledger
- Monitoring and accounting for all financial transactions of the City
- Drafting and filing of city ordinances

Staff Contacts



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City Secretary

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