



Council Secretary

Candidate Profile

THE OPPORTUNITY

St. John the Baptist Parish is seeking an experienced, detail-driven professional to serve as Council Secretary.

Reporting to and supporting the nine-member Parish Council, the Council Secretary serves as the official custodian of the Council's records and the operational support of its legislative process, ensuring that meetings, ordinances, resolutions, and official proceedings are conducted and documented in full compliance with the St. John the Baptist Parish Home Rule Charter, the Louisiana Open Meetings Law, and the Louisiana Public Records Law.

ABOUT ST. JOHN THE BAPTIST PARISH COUNCIL

St. John the Baptist Parish operates under a Home Rule Charter, which establishes a President–Council form of government with a clear separation of legislative and executive powers.

The St. John the Baptist Parish Council is the parish's governing authority. Its core responsibilities include setting parish policy, adopting the annual budget, and enacting the ordinances and resolutions that direct parish operations.

The Council consists of nine members and a Parish President. Seven Council members are elected from single-member districts, and two members are elected from single-member divisions (Division A comprising the West Bank of the Mississippi River and the corresponding East Bank division) each chosen by the qualified electors of their respective district or division.

Executive authority rests with the Parish President, the parish's chief executive officer, who is elected parish-wide at the same time and for the same term as Council members. The President is responsible for carrying out the policies adopted by the Council and for the administration, direction, and supervision of all parish departments, officers, agencies, and special districts. This structure pairs a locally accountable legislative body with a separately elected executive to deliver public services across a parish that spans both residential communities and the industrial corridor along the Mississippi River.

QUALIFICATIONS

An individual employed as Secretary to the Council shall have the following qualifications:

- A bachelor's degree from an accredited college or university OR 7 years of professional work experience in administration and management with a government agency, department or entity.
- Working knowledge and understanding of La. R.S. 42:11–28; the Louisiana Open Meetings Law.
- Working knowledge and understanding of La. R.S. 44:1, 31–37; the Louisiana Public Records Law.
- Working knowledge and understanding of St. John the Baptist Parish Home Rule Charter.
- Working knowledge and understanding of Robert's Rules of Order.
- Proficient command of the English language; reading comprehension, spoken and written.
- Proficient command of Excel, Microsoft Word, PowerPoint and the World Wide Web.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Working knowledge and understanding of administrative and managerial practices relative to directing and supervising personnel.
- Excellent critical thinking and problem-solving skills.
- Excellent ability to effectively coordinate with all levels of an agency hierarchy.

JOB FUNCTIONS

Reporting to the Parish Council, this non-classified position carries out high-level administrative and clerical duties that require independent judgment and a working knowledge of Parish government.

Essential functions include, but are not limited to, the following:

- Provide written notice of the meetings of the Council.
- Prepare the Council agenda.
- Keep the record of Council proceedings.
- Authenticate by signature and records all approved ordinances, resolutions, and motions.
- Supervise activities of clerical staff.
- Monitor time and attendance of clerical staff.
- Maintain custody of the Parish Council seal.
- Coordinate travel plans for the Parish Council, including issuing confidential credit card information and verifying travel expense forms to ensure accuracy and completeness, either directly or through subordinate staff.
- Perform such other duties as the Parish Code and Council prescribe.

COMPENSATION AND BENEFITS

St. John the Baptist Parish Council offers a salary range of \$65,000.00 – \$85,000.00 commensurate upon experience.

Benefits include:

- Health, Dental, and Life Insurance
- Pension (The Parochial Employees' Retirement of Louisiana, and the rights and benefits of employees provided hereunder, are hereby recognized. The Parochial Employees' Retirement System is a public defined benefit pension plan which provides retirement allowances and other benefits, operating pursuant to State statutes.) – Source:
<https://www.sjbparish.gov/files/sharedassets/public/v/1/documents/employee-handbook-revised-march-2020.pdf>

TO BE CONSIDERED

To be considered, candidates must submit a resume to stjohn@consultssa.com. Should you have any questions regarding this position or the recruitment process, please reach out to Camille Frugé, SSA Consultants, at stjohn@consultssa.com or 225.769.2676. Confidential inquiries are welcomed.

This advertisement is open until **August 1, 2026 at 5:00 PM CST**. The deadline for submission of resumes is **August 14, 2026 at 5:00 PM CST**.