

**City of Irving
City Secretary's Office**

Vision

The Office of the City Secretary is an Office of Trust that champions democratic principles and serves as vigilant guardian of public information and records.

Mission

To act as a progressive administrator of municipal clerical duties and legal records entrusted to the Office of the City Secretary in order to enhance delivery of superior customer service to our diverse clientele.

Values

The office of the City Secretary believes in:

- Being responsive to our diverse clientele with professional knowledge, equal enthusiasm, and timely service.
- Performing with professional, moral, and ethical behavior, ever mindful of our democratic principles.
- Working together by showing respect and appreciation for individual strengths so as to achieve performance excellence.
- Having the satisfaction of working in an environment of respect and acceptance.
- Celebrating individual and team achievements.