

Assistant City Secretary

Job Description

BRIEF DESCRIPTION:

Under general direction of the City Secretary, perform clerical and administrative tasks requiring knowledge of municipal clerk related responsibilities. Perform various duties of the City Secretary in the absence of the City Secretary. Assist in preparation and posting of meeting schedules and agendas, attend evening meetings as necessary, process and archive city records, and assist with newspaper publications. Coordinate responses to public information requests and assist city staff with all aspects of the city's records management program. Assist in preparation of ordinances and resolutions for City Attorney review. Maintain current OSSF Files and Permits. Receive and process election/candidate documentation. Purchase department supplies and process invoices for payment. Perform other related work as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

This position has responsibilities that require exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

- Coordinate responses to public information requests and assist/train city staff with all aspects of the city's records management program
- Process and archive city records
- Clerical and Administrative Tasks - calendaring, purchasing department supplies and processing invoices for payment
- Assist in preparation and posting of meeting schedules and agendas
- Answers calls to City Secretary's Office main line and back up to the City Secretary's Office
- Assist in preparation of ordinances and resolutions for City Attorney review
- Ordering, confirming, and maintaining newspaper publications
- Act as the City Secretary in the absence of the City Secretary
- Attend evening meetings and take meeting minutes
- Receive and process election/candidate documentation
- Assist City Secretary in all job functions named and un-named
- Process all requests for OSSF permits and maintain all associate records
- review, process all requests for permits within city limits, research permit requests to ensure they comply with city ordinances prior to issuing permit

JOB QUALIFICATIONS:

- **Education:** Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six months to one year of advanced study or training past the high school equivalency. Junior college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

- **Experience:** 2-3 years of related experience.
- **Licenses:** Valid Texas Class C Driver's License.
- **Certifications Required:** Texas Registered Municipal Clerk certification is preferred.
- **Reading:** Advanced - Ability to read and understand complex items such as literature, proposals, legal documents, financial documents, contracts, technical items and detailed reports. This level typically obtained at college level or above.
- **Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions, and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
- **Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
- **Managerial:** Receives Limited Direction: Within this position, the employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.
- **Budget Responsibility:** None
- **Supervisory / Organizational Control:** Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers, or temporary employees.
- **Complexity:** Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, ordinance, and precedents.
- **Interpersonal / Human Relations Skills:** Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS: The physical demands of this position are considered light in nature. Typically, this means exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

PHYSICAL and NON-PHYSICAL DEMANDS:

This position includes the following physical demands in the daily course and scope of duties: constantly using vision, hearing, and talking to operate office equipment, prepare and make presentations, answer calls, greet visitors, communicate with departments, and conduct training; constantly sitting at a desk or

in a conference room; constantly using fine dexterity when operating a keyboard; frequently reaching for supplies or records and posting to indoor and outdoor bulletin boards; occasionally standing in work area, walking in and around the office and to various departments as needed, lifting less than 10 pounds, carrying small office equipment and supplies, pushing or pulling boxes of records at a storage facility, bending to retrieve supplies, climbing stairs or step ladder, and driving a vehicle.

Non-Physical demands include frequent time pressure, changes of tasks, multi-tasking, working with others as part of a team, and tedious or exacting work. There will be the occasional need to work an irregular schedule. The environment can occasionally be noisy and distracting.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Phones, computer, copier, fax, dolly

ENVIRONMENTAL FACTORS: This position works primarily in an office environment and is therefore not subject to extreme temperatures, humidity, noise, vibration, wetness, and physical dangers while working in this position. It is occasionally necessary to visit a storage warehouse that can have an unpleasant environment.

PROTECTIVE EQUIPMENT REQUIRED:

None

SIGNATURE – REVIEW AND COMMENTS:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I have reviewed this job description and received a copy

Signature of Employee

Date