

City Secretary

Job Description

BRIEF DESCRIPTION:

Under general direction of City Mayor, perform clerical and administrative tasks requiring knowledge of City Secretary's office. Perform the duties of the City Secretary. As needed, administer and/or assist with administration of the City Records Management program. Attend evening meetings as needed. Perform other related work as required.

ESSENTIAL FUNCTIONS:

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

- Perform the duties of the City Secretary.
- Retain and apply specific knowledge in all areas of the City Secretary's office, including but not limited to, Texas Public Information Act, Texas Open Meetings Act, Texas Election Law, records management.
- Ability to perform and interpret research of the City Charter, legal opinions, and state statutes.
- Welcome and assist walk-in customers.
- Communicate courteously and effectively in English with other employees, officials, and the public, in person, by telephone, and in writing.
- Take accurate notes to transcribe minutes from City Council meetings.
- Assist the City Council with day-to-day calendaring, research, complaints, composition of letters or memos and other related duties.
- Publish legal notices by required deadlines and in compliance with state law.
- Maintain computer files of official City documents and records.
- Research, review, and analyze City records as requested by City staff and inquiries from the public and other public entities and respond or resolve related issues as needed.
- Assist in coordinating and administering all phases of elections. Prepare and maintain spreadsheets of election results, provide and analyze election statistics, and maintain election registers as required by the Texas Election Code.
- Compose, type, and print letters, proclamations, memos, and miscellaneous correspondence, using the computer. Assist in drafting ordinances and resolutions for City Attorney review.
- Records management including training, disposition of records according to State law, coordination of transfers of records to an off-site records storage center; maintaining associated inventory logs; coordinate transfer of records to electronic formats; supervise scanning projects, drive to off-site location to retrieve records and assist with Records Storage Center maintenance when needed.
- Prepares city budget
- controls city finances, prepares checks for payments, manages bank accounts, balances checking accounts.

- Maintain sufficient office supplies for CSO and Records Management.
- Maintain current Board and Commission member resumes and photos, and update as required, assist with annual board appointment process.
- Attends evening meetings as needed.
- Briefs city council on items on the agendas.
- Works closely with the city mayor.

JOB QUALIFICATIONS:

- **Education:** Bachelor's degree in related field.
- **Experience:** Three (3) years minimum experience in related municipal government work.
- **Licenses:**
 - Valid Class C Driver's License required.
- **Certifications Required:**
 - Texas Municipal Court Clerk (TMCC) certification required. Must maintain certification while in position.
 - Notary Public commission required or obtains within six months of attaining position.
- **Reading:** Ability to read and understand complex items such as literature, proposals, legal documents, financial documents, contracts, technical items and detailed reports.
- **Math:** Intermediate level of math dealing with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement.
- **Writing:** Advanced ability to write reports, prepare business letters, council communication, and to use proper format, punctuation, spelling, and grammar.
- **Managerial:** The employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy. Performance is reviewed periodically.
- **Budget Responsibility:** Prepares documents and does research to justify language used in documents for a department or division budget. May recommend budget allocations.
- **Supervisory / Organizational Control:** Work requires the occasional direction of helpers, assistants, seasonal employees, interns, 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, and precedents.
- **Interpersonal / Human Relations Skills:** Decisions regarding establishment of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations.

OVERALL PHYSICAL STRENGTH DEMANDS: The physical demands of this position are considered sedentary and primarily involves work in an office. Typically this means exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.

PHYSICAL and NON-PHYSICAL DEMANDS:

This position includes the following physical demands in the daily course and scope of duties: Sit for extended periods in performing job functions. Continuously use of fine dexterity with keyboarding

and using a computer mouse. Standing and walking on occasion to get from work space to copier/fax machine and from one office to another. Lifting and carrying small office supplies and materials; rarely kneeling, crouching, and bending to retrieve records.

Non-Physical demands include frequent time pressure to ensure deadlines are met with Council Communications and other office personal matters; change of tasks and priorities are on occasion. Effective ability to multi-task and work closely with other team members is required and essential.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Phones, computer with keyboard and mouse, computer monitors, copier and fax machines

ENVIRONMENTAL FACTORS: This position works primarily indoors in an office environment and is free from extreme temperatures, humidity, noise, vibration, wetness, and physical dangers while working.

PROTECTIVE EQUIPMENT REQUIRED:

N/A