

JOB DESCRIPTION

JOB TITLE: City Secretary

CLASSIFICATION: Exempt

SUPERVISION RECEIVED: Works under the direct supervision of the City Manager.

EDUCATION AND EXPERIENCE:

High School diploma or GED

Possess or be able to obtain City Secretary Certification in the State of Texas

JOB DESCRIPTION AND RESPONSIBILITIES

General Purpose:

The City Secretary has statutory responsibility for maintenance of official records of the City and records all official meetings of the City council and all City boards and commissions. This includes: preparation of agendas, meetings packets, minutes, ordinances and resolutions. The City Secretary administers all City elections. The City Secretary performs a variety of complex and routine clerical and administrative duties in keeping official records, provides administrative support to the City Manager and City Council.

Skills and Ability Requirements:

- Ability to establish and maintain effective working relationships with the general public, supervisor and co-workers
- Good oral and written communications skills
- Able to utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals
- Neat and professional appearance
- Ability to perform a wide variety of tasks
- Works independently
- Skilled in operating standard office equipment, including computer and related software

Essential Duties and Responsibilities:

- Performs administrative and clerical duties, and receives and assists the public regarding questions pertaining to ordinances and other City regulations and requirements.
- Composes types, edits and maintains a variety of correspondence, reports, memoranda, documents, etc. and faxes copies as required.
- Serves as Public Information Coordinator and provides information as required. Provides records and information to citizens, civic groups, the media and other agencies as required.
- Prepares City contracts (in conjunction with City Attorney) when necessary.
- Reviews, revises and updates all forms and applications as necessary.
- Prepares, indexes and files ordinances, proclamations, resolutions and orders of the councils, oversees the codification of ordinances in to the code of ordinances and the timely update of all code of ordinance books in the possession of City staff.

- Serves as Records Management Manager for the City. Performs certification and recording for the City as required on legal documents and other records requiring such certifications, seals and attests by signature to ordinances, resolutions, proclamations, orders and contracts as requiring City certification, catalogs and files all City records.
- Prepares meeting agendas and prepares agenda packets for all applicable officials. Prepares legal notices of public hearings, special meetings, bids, and ordinances and ensures it is published in accordance with legal requirements. Ensures that Council agendas are sent to media and other appropriate recipients after posting. Also arranges for any special requirements needed by the public for meetings (accommodation for disabilities).
- Prepares and posts agendas for the Economic Development Corporation, Planning and Zoning Commission, Board of Adjustments and Community Affairs Committee. Also prepares, or follows up to make certain that minutes are prepared, and, if applicable, that minutes and findings are properly prepared for review by City Council.
- Attends regular and special City Council meetings, oversees or performs an accurate recording of the proceedings including audio recordings, preparation of the minutes with proper legislative terminology, recording, indexing and filing for the public record, distributes information as required.
- Texas Local Government Code – researches legal requirements/procedures before placing items (in question) on the City Council meeting agenda. Checks for other requirements in the Municipal Clerk’s Handbook. Contacts TML, Secretary of State, City Attorney’s office, or City Secretary offices in other cities when questions arise.
- Provides general support and assistance to other City departments as assigned.

General Election:

- Prepares all documents for calling an election, news media material, affidavits, notices of deadlines, trains other employees for early voting procedures.
- Obtains election supplies and election law book.
- Attends election law seminars each year for legislative updates.
- Contacts County Election office for list of registered voters, contacts judges for Election Day and advises them of procedures, office, and statement.
- City Secretary’s Election Day office hours are same as the judges’.
- Makes calls to County election office should problems arise during Election Day.
- Advises news media when results are known by phone or by fax.
- Prepares oaths of offices and sends to Secretary of State’s office.

Human Resources:

- Maintains Human Resource Records by maintaining employee files, job postings, applications, and resumes
- Enrolls new employees
- Helps employees with benefit programs
- Conduct new employee orientation including review of Policy Handbook
- Maintains City and employee confidentiality
- Provides Human Resource information