

## CITY SECRETARY

### **JOB SUMMARY:**

Under general administrative direction of the city manager, perform duties as custodian of official records for the City; attend, and record proceeding of official meetings of City Council, Boards, Commissions and Committees; conduct City elections, including early voting; other related work as provided by Charter or required by City Council and for proper coordination with City Manager's requirements in this area. Assist Water Billing, Municipal Court, and Permit Clerks as needed and coordinate City's Records Management program.

### **ESSENTIAL JOB FUNCTION:**

- Process official publication of notices and ordinances; attest to and number, date and effect changes in official documents authorized by Council actions.
- Take accurate written minutes in person and from transcription tapes.
- Arrange for holding of municipal elections and administer oaths of office.
- Maintain computerized index files of ordinances, resolutions, contracts, agreements, deeds, title papers, judgments, budget and other official records.
- Administer compliance with Open Records and Open Meetings Acts.
- Use computer to compose, type, and print letters, ordinances, resolutions, memos and miscellaneous correspondence.
- Use tact, diplomacy and helpful attitude in all contacts with public and other departments.
- Update municipal code; distribute revisions; answer inquiries from public and city officials regarding ordinances and status of City Council communications; research and review ordinances.
- Develop, maintain, and implement records retention schedules in coordination with Texas State Library, including but not limited to arrange and coordinate transfer and storage of records storage center; to arrange storage boxes, keep associated inventory logs.
- Establish and maintain effective working relationships with records management vendors and contractors.
- Performs related duties and fulfills responsibilities as required.

**EXAMPLES OF WORK:**

- Coordinate agenda for Council meetings with City Manager; post notices of meetings and workshops; schedule public hearings; prepare agenda packets, post agendas, and attend meetings for City Council, Boards, Commissions and Committees.
- Provides administrative support for departments; maintaining records management program; ensure proper disposal of City records; responding to open records requests; maintain City Code of Ordinances; filing property and liability insurance claims.
- Prepares proclamations and certificates for the Mayor.
- Answers phones as needed, copying and faxing documents as requested; communicating with other agencies and employees; provides support to City events and activities. Respond to resident's requests, complaints and concerns.
- Orders office supplies.
- Conduct City elections by maintaining calendar of elections dates; preparing all legal notices and required documentation for elections; negotiating contracts; receive and verify candidate applications; receive and post-election results; work with County on leasing electronic voting machines; and provide general information to elected officials.

**QUALIFICATIONS:**

- Graduation from high school or four years of equivalency.
- Associate's Degree preferred.
- Certified Texas Municipal Clerk
- State of Texas Notary Public

**PHYSICAL REQUIREMENTS:**

- Walking, standing, lifting and occasional carrying of up to 25 pounds.

**WORK LOCATION AND HOURS:**

- City Hall, Monday – Friday, 8:00 A.M. – 5:00 P.M., and varied hours.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Required knowledge necessary to understand basic operational, technical or office processes.
- Ability to operate or learn to operate office equipment effectively and safely.
- Ability to understand and follow oral and written instructions.
- Independent judgment and decision-making abilities.
- Ability to work effectively and cooperatively with other employees and the general public.
- Ability to understand, interpret and apply City ordinances and policies.