



City Secretary

Salary \$45,760- \$58,000

Description

To Apply: Please visit our website and complete an application, www.kirbytx.org See Employment tab

Description

JOB SUMMARY

Under general direction of the City Manager, the City Secretary is responsible for the planning, directing, administration, coordination, and maintenance of all statutory and administrative functions of the City Secretary's Office. Work includes, but is not limited to, the accurate posting, recording, and documentation of official City actions, administration of City elections and overseeing the City's records management program. This position will be required to prepare City Council related documentation such as minutes, agendas, agenda summaries, ordinances, resolutions, proclamations, and other related business. May be assigned to permitting and or municipal court back up roles. The City Secretary reports to the City Manager and is in a non-supervisory role.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for maintenance of all official City of Kirby records.
- Administers the Records Management Retention Program for the City.
- Prepares documents and Council packets for City Council meetings.
- Posts and places all legal notices for the City as required by law.
- Attends, records, and prepares minutes of City Council meetings which primarily occur in the evenings.
- Responsible for facilitating and updating Code of Ordinance publications.
- Prepares for, conducts, and/or oversees the process of municipal elections.
- Works closely with the City Attorney's office in the preparation of official documents.
- Responsible for disseminating information to the media and the public.
- Responsible for adherence to the Open Meetings Act and the Open Records Act.
- Performs such other duties as may be assigned, or as may be required by state or local law.
- Attends training and seminars relative to the position.
- Regular and punctual attendance is required for this position.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Occasional lifting of weight up to 25 pounds may occur. Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability. Physical requirements include visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting and standing to perform the essential functions. Working conditions are in an office environment. The essential functions of this position require the use of a computer, various software applications, office equipment and phone. Occasional exposure to unpleasant or stressful customer interactions.

EMPLOYEE ACKNOWLEDGMENT AND SIGNATURE

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change

at any time with or without notice. The City of Kirby is an at-will employer and the employee, or the City may choose to end the employment relationship at any time for any reason in accordance with applicable laws.

The City of Kirby provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Where applicable, reasonable accommodations may be made in accordance with the American with Disabilities Act (ADA).

Requirements

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to apply applicable Federal, State, and Local laws, ordinances, regulations, resolutions, codes, and policies that are related to the functions of the position, including but not limited to Texas Election Code, Texas Local Government Code, City Charter and Code of Ordinances
- General knowledge of the functions and activities of all City departments.
- Working knowledge of the principles and practices of public administration.
- Knowledge of laws and procedures pertaining to municipal elections.
- Knowledge of, and ability to apply correct business English and spelling.
- Proficient knowledge in document retention and records management principles and practices.
- Ability to communicate effectively with all customers, staff, council members, and the public.
- Ability to establish and maintain effective working relationships with city officials, other city employees, representatives of other governmental agencies, the media, and the public.
- Ability to utilize a variety of office equipment, including but not limited to, copier, scanner, fax machine, and computers or laptops.
- Ability to operate a variety of computer software to complete the duties of the job.
- Ability to type accurately at a speed of at least 50 words per minute with a high degree of accuracy.
- Ability to maintain clerical records and files with accuracy and precision.
- Ability to coordinate and meet specific deadlines for records, postings, or other related items based on regulations.
- Ability to understand and follow instructions both verbally and in writing.

REQUIRED EDUCATION, EXPERIENCE, AND LICENSES

- High School diploma or its equivalent AND
- Three (4) years' experience in general governmental administrative services.

OR

- High School or its equivalent AND
- Two (2) years of college, business or public administration AND
- Two (2) years of experience in providing general governmental administrative services.

OR

- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Valid Texas motor vehicle operator's license or available alternate means of transportation.
- Ability to obtain Municipal Clerk certification and Court Clerk Certifications Levels I & II and be bondable.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In a typical work setting, the City Secretary will:

Interpersonal Relationships

Have a high level of social contact working closely with staff in shared office spaces, and maintains daily contact in person, by phone and email with city staff, vendors, contractors, and the department. It is imperative that the person employed in this position maintains professional and ethical standards, including courtesy, cooperation, transparency, positivity, reliability, efficiency, and a respectful attitude towards others, and shall represent the City in a positive way, both on duty and in connection with City sponsored activities.

Hours/Travel

Typically works a standard Monday-Friday 40-hour week but may be required to work evenings or weekends to meet deadlines or for special projects/assignments. **Predictable and regular attendance is considered an essential job function for this position.**

Physical Demands and Work Conditions

Works close to others in shared indoor office space. Frequently required to sit, stand at computer while using hands, arms, and fingers to reach and input data in systems. Exposure to noise from close co-workers. May lift and move boxes and equipment weighing up to 20 pounds.

Disaster Service Workers Clause

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employee's may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees; normal work assignments and may continue through the recovery phase of the emergency.

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. An employee may also perform other reasonable related business duties as assigned by the immediate supervisor. The City of Kirby is considered an At-Will employer, meaning both you and the City may, without any liability, terminate the employment relationship for any reason at any time and without notice.

License and Certifications:

This position requires a valid Driver's License and the ability to be bondable.

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Click on Employment Tab. No phone calls, nor emails please.

The City of Kirby is an Equal Opportunity Employer of Qualified Individuals. A City of Kirby application is required. Resumes are considered additional information, and accepted with a completed City application.