

## CITY SECRETARY

### JOB SUMMARY:

The City Secretary is a public official, appointed by the Board of Aldermen. The position of City Secretary is a statutory position required by State law and is at the forefront of the legislative and administrative processes in local government including elections administration, municipal court operations, records management, and public information. The City Secretary is a non-political position which serves as the professional link between the citizens, the local governing bodies and agencies of the government at all levels providing impartial and equal service to all.

### ESSENTIAL JOB FUNCTIONS:

(The duties described below are indicative of what the City Secretary may be asked to perform; duties may be changed with or without notice.)

The City Secretary performs the following duties and all duties as prescribed by Local Government Code Chapter 22.073:

- Attends all meetings of the Board of Aldermen
- Prepares and distributes meeting information packets for the Board of Aldermen and for all City commissions/boards
- Prepares and keeps accurate minutes of the proceedings of the Board of Aldermen
- Posts all agendas for the Board of Aldermen and all commissions/boards of the City
- Creates and maintains City Budgets
- Serve as general accountant for City and keep regular accounts of City receipts and disbursements. Responsible for prompt payment of all accounts payable, taxes and insurances
- Engrosses and enrolls all laws, resolutions and ordinances approved by the Board of Aldermen
- Keeps the corporate seal and attests to all official documents of the City
- Serves as the Records Management Officer of the City and maintains all records in accordance with records retention requirements as adopted by the City and insures the City's compliance with state records retention requirements
- Receives and processes all requests for public information (open records requests) in accordance with the Public Information Act to include gathering of requested information
- Maintains all files of the City
- Publishes all legal notices as required by law
- Maintains City website with current and factual information
- Maintains current and factual information on social media
- Coordinates and monitors the City's communication efforts and timely dissemination of information to educate the public about City programs, services and issues
- Coordinates and administers all elections for the city
- Attends meetings of various City commissions/boards as assigned
- Manages utility billing, payments and collection
- Assists other City Departments as necessary
- Provides administrative support to the Mayor as necessary
- Assists members of the Board of Aldermen, Commissions, and citizens with their questions/ concerns /complaints related to City services
- Performs other duties and projects as directed by the Mayor

- Provides staff liaison services to City boards and commissions as assigned.
- Collects, compiles and analyzes data and information, and prepares and presents reports.
- Interprets and explains City and state regulations to residents, visitors and others having business with the City; responds to requests for information within the scope of authority.

#### QUALIFICATIONS:

##### Knowledge of:

- City organization and administration, operations, policies and procedures
- Functions and administration of local governments
- Local and state court rules, legal procedures and terminology
- Basic governmental accounting principles
- How to research various statutes and codes
- Standards for Municipal Court Administration in the State of Texas
- Proper courtroom procedure
- Standard office procedures
- Strong organizational skills to include record keeping
- Standards for Municipal Court Administration in the State of Texas
- Proper courtroom procedure
- How to utilize various social media applications
- Proper grammar and technical writing skills
- Standard office procedures

##### Ability to:

- Maintain accurate, legible and concise records of official City business Operate standard office equipment
- State and Federal laws, statutes, regulations and rules regulating City government administration, open meetings and elections
- Principles and practices of public sector records retention, record keeping and records management, including the ability to accurately record and maintain records
- Record, document and process complex information in an accurate and timely manner
- Work with various applications of Microsoft Windows, Microsoft Office, Word, Excel and PowerPoint
- Sensitive to diverse personalities, lifestyles and orientations
- Keep sensitive and/or confidential information secure from disclosure
- Use tact, discretion, and courtesy in dealing with general public, litigants, other courts and other departments
- Excellent communication skills, both orally and written
- Work independently and make responsible decisions in accordance with law and court procedures; maintain time lines, keep accurate records and be detailed oriented.
- Multiple tasks in high stress environment
- Possesses excellent oral and written communication skills
- Understand and implement complex oral and written instructions or regulations

#### EXPERIENCE AND TRAINING GUIDELINES:

- High School diploma or equivalent
- Valid Texas driver's license with an acceptable driving record
- Minimum of 1 year money handling/receipting experience
- Minimum of 1 year customer service.
- Minimum of 1 year clerical experience
- Minimum of 1 year data entry experience
- Ability to type 40 wpm preferred
- Must pass a pre-employment drug screening, background and motor vehicle check

#### PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to hear telephone and perform data entry for long periods of time
- Close vision with ability to adjust focus
- Read and comprehend written materials
- Occasional lifting, pushing, pulling up to 50 pounds

#### 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.

- Work environment is climate controlled
- Noise level is usually quiet.