



DEPUTY CITY SECRETARY

FULL-TIME NON-EXEMPT

A. GENERAL PURPOSE

Provides assistance to the City Secretary including assistance with the following: legal and proper notice of official meetings of the City, notices, ordinances, and elections; maintenance and custodianship of the minutes of City meetings; conduction of City elections; records administration; public information requests; and other duties as assigned. Provides a variety of routine and complex administrative, customer service, and technical work in the administration of municipal government.

B. SUPERVISION RECEIVED

Works under the general direction of the City Secretary.

C. SUPERVISION EXERCISED

Exercises supervision over staff as assigned, including with all areas of document retention and release.

D. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists City Secretary with legal and proper notice of agendas of all official meetings of the City Council and Commissions, notices, ordinances, and elections.
2. Exercises discretion in documenting, publishing, and archiving official City records, such as City Council and Commission minutes, ordinances, resolutions, contracts, agreements, correspondence, deeds, and easements, as required by state law regarding records retention and open records.
3. Assists City Secretary with maintenance of internet publication of the City's Code of Ordinances.
4. Assists City Secretary with the reproduction, distribution, and archiving of City Council, Board, Committee, and Commission agendas, agenda packet materials, documents, and minutes.

5. Attends City Council, Commission, Board, and Committee meetings as needed, including those held in the evenings and outside normal business hours.
6. Prepares and preserves accurate minutes for meetings.
7. Distributes ordinances, resolutions, and other documents to various City departments, outside governmental agencies, residents, applicants, and other requestors.
8. Publishes, posts, and mails notices of certain public hearings and ordinances in accordance with state law.
9. Assists City Secretary with the administration of municipal elections.
10. Assists City Secretary with contract management.
11. Serves as support staff for the Office of the Mayor and City Council and performs related tasks including but not limited to secretarial support for general office duties, liaison between the public and the City Council, and ceremonial functions.
12. Processes public information requests in compliance with Texas Public Information Act.
13. Provides access to and maintains public documents on the City's website.
14. Process TABC applications and manages City Alcohol Beverage Permits.
15. Represents the City at various conferences and meetings.
16. Attends professional development workshops/conferences. Travels to various destinations in and out of the City.
17. Performs other duties as assigned.

E. EDUCATION AND EXPERIENCE

Must possess High School Diploma or GED PLUS.

Texas Municipal Clerk Certification preferred or able to acquire certification within three years of hire date.

Graduation from an accredited junior college, college, or university with a degree preferred.

F. NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Skill in operating the listed tools and equipment.

2. Ability to establish and maintain effective working relationships with employees, City officials, and the general public.
3. Ability to communicate effectively orally and in writing.
4. Ability to type, file, sort documents, and post notices.
5. Ability to handle confidential and sensitive information while maintaining confidentiality.
6. Skill, tact, and diplomacy as liaison between Mayor, City Council, City staff, state, city, and county officials, media, consultants, and the general public.

G. TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; 10-key calculator; phone; copy machine; and tape recorder.

H. SPECIAL REQUIREMENTS

A valid state driver's license.

Notary Public License or ability to obtain license within three (3) months.

While performing the duties of this job, the employee is frequently required to sit, communicate orally, move equipment and documents throughout building. The employee is occasionally required to move around the building and travel to other locations.

The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment, and furniture. Ability to read electronic and paper documents.

I. WORK HOURS

This is a forty hour per week position. Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday except holidays. This is a full-time non-exempt position and eligible for overtime pay under the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL" and pursuant to the needs of the City and at the direction of the City Secretary. Any overtime hours performed must be preapproved by the City Secretary or City Administrator.

J. SALARY

Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the "City of Dripping Springs Personnel Manual."

K. BENEFITS

Benefits shall be in accordance with those outlined in the “CITY OF DRIPPING SPRINGS PERSONNEL MANUAL”, as may be modified by the employee’s offer letter and subsequent revisions to the Manual.

L. EQUAL OPPORTUNITY EMPLOYER

The City’s employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Ginger Faught at (512) 858-4725.

Please note: *This Position Description is not a contract and shall not be construed to alter an employee’s at-will relationship. The terms and conditions of any employee’s position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee’s Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee’s Offer Letter, the most specific term or condition of employment shall govern.*