

# CITY OF GLEN ROSE, TEXAS

## Job Description

**JOB TITLE:** Deputy City Secretary / Municipal Court Administrator

**DEPARTMENT:** Administration and Municipal Court

**REPORTS TO:** City Secretary

### **JOB SUMMARY:**

The Deputy City Secretary serves as a part of the management team of the City of Glen Rose and supervises the Utility Billing Clerk and the Municipal Court Clerk /Administrative Assistant. The Deputy City Secretary shall **act as City** ~~assist the City Secretary/Treasurer~~ **and be responsible for the** ~~in the discharge of her duties, particularly with respect to the~~ City's financial management and record keeping and shall be responsible for Municipal Court administrative duties.

### **SUMMARY OF ESSENTIAL JOB FUNCTIONS:**

Supervises and coordinates the day-to-day operations of the Utility Billing Clerk and Municipal Court Clerk / Administrative Assistant.

Ensures the highest level of financial accountability and transparency to the City Council, City management and citizens. Maintains and encourages the highest ethical standards.

Serves as a liaison to the bank depository and oversees all banking relationships.

Performs all functions pertaining to Accounts Payable/Receivable. **Insure timely payment of municipal bonds and other debt of the City.**

General Ledger Reconciliation.

Supply Council with monthly accounts payable, budget and financial reports.

Provide City Administrator and Department Heads with weekly (or bi-weekly) budget reports, depending upon the frequency of check runs.

Responsible for all bank account reconciliation

Provide payment of, and post receipts of Property Taxes, Sales Taxes, Hotel Taxes, Mixed Drink Taxes and Franchise Fees.

**Serve as City Treasurer and manage functions (with the assistance of the City Secretary)**

Serve on the Investment Committee for Texas Public Funds Investment Act

Assist in payroll, accrual updates, quarterly and monthly reports for TMRS, TEC, OCA, DPS, etc.

Assist the auditor with the annual audit.

Assist the City Administrator in preparing the annual budget.

Performs other such duties as may be prescribed by the City Secretary or dictated by the nature of the position.

**Provides services as City Secretary when needed.**

**KNOWLEDGES, SKILLS AND ABILITIES:**

Working knowledge of municipal operations and functions.

Knowledge of municipal budgeting procedures and public financing operations.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to assimilate a variety of facts and draw sound conclusions.

**EDUCATION AND EXPERIENCE:**

High School diploma or GED

Completion of Municipal Court Clerks Orientation Training

At least 2 years of Municipal Court experience.

At least 2 years of experience with Incode.

**LICENSES AND CERTIFICATIONS:**

Maintain Texas Public Funds Investment Training

Eligibility to be bonded

**PAY RANGE:**

Grade 23, \$42,388 to \$57,946

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.