

# **CITY OF GLEN ROSE, TEXAS**

## **Current Job Description**

**JOB TITLE:** City Secretary

**DEPARTMENT:** Administration

**REPORTS TO:** City Administrator

### **JOB SUMMARY:**

The City Secretary serves as a part of the management team of the City of Glen Rose and oversees Deputy City Secretary, Utility Billing, Municipal Court and Personnel. Position is appointed by City Council and performs all functions outlined in LGC §22.073.

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

Provides Administrative support to the City Administrator and City Council.

Prepare all Agendas for the City Council and Boards and Commissions and post in compliance with the Texas Open Meetings Act.

Attend all meetings of the City Council, and prepares and preserves accurate minutes, records, resolutions, ordinances, and actions of the City Council for permanent records.

Serve as administrator of all City elections including publishing notices, notices, preparing candidate packets, and administering early voting procedures.

Enroll, codify annually, and maintain all Ordinances of the City.

Provide assistance and information to citizens in compliance with the Public Information Act.

Supervise and evaluate Deputy City Secretary functions.

Maintain all records of the city in compliance with the Texas State Records Retention Schedule.

Represent the city with integrity during interactions with TxDOT, TCEQ, TWBD, and TDLR and other state and federal agencies.

Foster positive relationships with any organization that the city works with.

Assist Deputy City Secretary in the function of City Treasurer.

Assist in preparation of the Annual Budget for submission to City Council for approval.

Gather departmental submissions for the annual budget for the City Administrator.

Prepare required Public Hearing postings for advertisement for City Council budget and tax rate hearings.

Maintain employee insurance.

Assist in the preparation of Request for Proposals/Bid Specifications, etc.

Serve on the Investment Committee and invest all City Funds in a manner compliant with the Texas Public Funds Investment Act

Accomplish Payroll, accrual updates, quarterly and monthly reports for TMRS, TEC, OCA, DPS, etc. with the assistance of the Deputy City Secretary.

Oversee in-house IT, social media, Website, and all City Phones (Landline and Cellular).

Performs other such duties as assigned and as necessary to maintain the operation of the city as may be prescribed by the City Council or dictated by the nature of the position.

Serves as back up for Deputy City Secretary and applicable duties.

*(Refer to City Secretary Ordinance for additional powers and duties)*

**KNOWLEDGES, SKILLS AND ABILITIES:**

4 or more years working knowledge of municipal operations and functions.

Supervisory experience a must.

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, some college preferred.

**LICENSES AND CERTIFICATIONS:**

Maintain Texas Public Funds Investment Training

Eligibility to be bonded

Texas Registered Municipal Clerk certification, or the ability to obtain within a reasonable amount of time