

CITY OF GLEN ROSE

ADMINISTRATION

Proposed Job Description

Title: City Secretary

Department: Administration

Reports To: City Administrator on day-to-day operations; City Council on statutory duties

Job Summary

The City Secretary is a vital member of the City's management team, supervises the Deputy City Secretary and has general oversight of City Hall front office operations, including Utility Billing and Municipal Court. The position is appointed by the City Council and performs all the functions listed in Texas Local Government Code §22.073.

Summary of Essential Job Functions

- Provides Administrative support to the City Administrator and City Council.
- Prepares and posts all agendas for City Council Meetings in compliance with the Texas Open Meetings Act and prepares City Council packets.
- Attends all meetings of the City Council, and prepares and preserves accurate minutes and recordings along with executed resolutions and ordinances.
- Maintains all records of the City in compliance with the Texas State Records Retention Schedule.
- Supervises and evaluates the Deputy City Secretary who is responsible for City Treasurer and Investment Officer duties, payroll, and payroll related functions, and who supervises the Utility Billing Clerk and Municipal Court Clerk.
- Is present at City Hall during regular business hours unless on authorized leave.
- When needed, serves as back up for Deputy City Secretary.
- Responds to Public Information Act requests.
- Promotes good public relations.
- Handles all City newspaper ads and notices.
- Manages City elections.
- Submits annual budget requests for City Secretary Office operations.
- Handles human resources duties, including management of the employee insurance program.
- Regularly works with FundView and Municode Software.
- 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.

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

Minimum Requirements

- High School Diploma or GED
- Eligible to be bonded
- Four or more years of municipal work experience
- Supervisory experience
- Ability to type 60 words per minute with a high degree of accuracy
- Proficiency with spreadsheets, word processing programs, and the operation of personal computers
- Strong communication skills, both written and oral

Preferred Qualifications

- City Secretary Experience
- TMRS training and/or certification
- Additional educational achievements

Abilities Required

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to see and hear (to communicate with staff and the public in person and over the phone); communicate in the English language; carry items weighing up to 20 pounds; and, lift boxes and files to a height of 3-5 feet. Must be able to assimilate a variety of facts and draw sound conclusions, read and understand laws and technical regulatory requirements, meet deadlines, effectively manage personnel, maintain an organized work environment, learn and master new software systems, acquire beneficial and/or required professional training (traveling when necessary), and strive to develop and maintain a positive working relationship with fellow employees, the City Council, and the general public.

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, and are subject to the requirements of the City's Personnel Policy.

Title:	City Secretary
Pay Grade:	Salaried
Management, yes or no?	Yes
Classification:	Regular, Full-time, Exempt