

## **CITY OF MONTGOMERY, TEXAS - Job Description – CITY SECRETARY**

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**March 2024**

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### **Identification:**

<b>Position Title:</b>	City Secretary
<b>Department:</b>	Administration
<b>Supervises:</b>	Deputy City Secretary and Other Personnel as Assigned
<b>Immediate Supervisor:</b>	City Administrator
<b>FLSA:</b>	Exempt
<b>Pay Grade:</b>	\$65,000 - \$100,000

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

The City Secretary is the custodian of official records for the city. The City Secretary attends and records proceedings of City Council meetings and conducts City elections in conjunction with the County. The City Secretary may manage human resources functions for the city such as administering the employee benefit programs, serve as the primary point of contact for the Personnel Policy Manual and oversee risk management. The City Secretary may oversee our Information Technology provider and manage the city website.

### **ESSENTIAL FUNCTIONS AND TYPICAL TASKS:**

- Maintains and preserves official City documents and records, including ordinances, resolutions, minutes, contracts, agreements, deeds, litigation, budget, and other financial records.
- Prepares and posts agendas, posts and publishes legal notices as required by law. Attends and permanently records proceedings of official meetings of the City Council.
- Prepares ordinances, resolution, proclamations, and Council documents, attesting, recording and publishing, as required.
- Serves as Records Management Officer for the City maintaining all City records in compliance with the Texas State Records Retention Schedule as adopted by the Texas State Library and Archives Commission.
- Serves as Public Information Officer for the City, responds to various types of inquiries, including requests for public information; facilitates the timely and effective resolution of Records Requests.
- Develops and administers policies for appropriate risk control and protection of City assets.

- Ensures the web presence on the City's website for City Council and Boards, including but not limited to schedule of meetings, agendas, minutes, and meeting recordings.
- Attends and participates in professional training, seminars and conferences.
- Communicates effectively both verbally and in writing.
- Provides recommendations for revisions to personnel policy and human resource management procedures to ensure compliance with state and federal laws.
- Coordinates IT repairs and purchases, including software upgrades and training. Annually coordinate Cyber Training for the City staff and officials.
- Other duties as assigned.

**LOCATION AND EQUIPMENT OPERATED:**

City Hall hours are 8am – 5pm. Duties are performed at City Hall in an office environment.

The employee must be able to operate a computer, printer, telephone, calculator, and postage meter.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Theory, principles, practices, and techniques of records management; records retention, preservation, protection and archiving.
- Municipal budget preparation and administration.
- General office procedures and practices.
- City Code of Ordinances maintenance and comprehension.
- The Texas Open Meetings Act and other regulations governing the conduct of public meetings.
- The Texas Public Information Act and other regulations governing public records.
- Principles and practices of public personnel management, including the City's Policy & Procedures Manual.
- The Texas Election Code and other regulations governing election procedure and process.
- Establish and maintain effective working relationships with the City Council, Mayor, all levels of city management, and other governmental officials, community and civic organizations, employees, the media, and the public.

The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh in up to 40 lbs.

**MINIMAL QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- Associates Degree in Public Administration or related field, and five years' related experience; or an equivalent combination of education and experience resulting in adequate proficiency levels of the above listed responsibilities.
- Texas Registered Municipal Clerk Certification preferred, or ability to obtain within 2 years of employment.
- Must pass a pre-employment drug screen and criminal background check.
- Must possess State of Texas Driver's License.

*This job description is not an employment agreement or contract. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*