



## Job Description

### *City Secretary*

Full Time

Pay Range \$70,000-\$85,000

The city secretary has statutory responsibility for maintenance of official records of the city and records all official meetings of the city council and all city boards and commissions. Duties include, but are not necessarily limited to, coordinating the City's election process, preparing meeting agendas and minutes for City Council and other meetings of city boards or commissions, managing the City's records retention program, responding to open records inquiries and concerns of the public, and processing administrative documentation of official city records. This is accomplished by completing general clerical duties, providing customer service, preparing correspondence and reports, and filing systems.

#### Essential Duties and Responsibilities

- Manages and coordinates the operations of the City Secretary's office and ensures all official city activities are compliant with federal, state, and City policies, ordinances.
- Reviews and maintains custody of official records and archival of such documents including, City ordinances, resolutions, contracts, judgments, agreements, surety bonds, deeds, insurance, minutes, etc.
- Oversees record management program, ensures the accuracy of technical files and official records, and ensures City record retention program is compliant with Texas Statutes.
- Reviews, approves, attests, and oversees the timely renewal of all official documents, adopted resolutions, ordinances, agreements, contracts, meeting minutes, and other official records after each meeting.
- Participates and organizes special events; prepares ceremonial items such as proclamations, certificates, and awards.
- Coordinates, directs, and organizes the posting of all legal notices, agendas, publications, resolutions, and codification of ordinances.
- Works closely with the City Manager in the preparation of Council, all Boards/Commissions and ad hoc committee agendas and other City Council, board/commission, and any ad hoc committee-related duties as assigned.
- Provides research and project support for the City Manager, and when directed for Council, Boards/Commissions, and ad hoc committees.
- Compiles, reviews, approves, and delivers various agenda packets to include packets for City Council, all Boards/Commissions, and any ad hoc committees.
- Coordinates with the technical preparation, recordation, and transcribing of proceedings of official meetings and public hearings of the City Council, Boards/Commissions, and any ad hoc committees.
- Acts as city recorder; maintains custody of city seal; affixes to documents and obligations of the City as required; countersigns city legal documents; recommends rules and regulations to be adopted to protect municipal records; establishes systems to file and maintain official records including minutes, ordinances, resolutions, contracts, judgments,

surety bonds, deeds, elections, and other records; ensures all records are maintained and in compliance with mandated requirements.

- Attends all City Council and ensures the accurate completion of required minutes in a timely fashion.
- Participates in the development and administration of the City Secretary's Office budget.
- Provides certification of petitions to the City Council.
- Serves as Municipal Election Administrator; coordinates municipal elections through the County; prepares all election information for council candidates, election orders, resolutions, notices, and other pertinent documents; coordinates with the City Legal department to ensure conformance with election and government code; receives and files all campaign financial reports; coordinates the Canvass of Election Results; arranges the swearing-in of newly elected council members and board members; updates city website with current election information, campaign forms, as well as current and historical election results, campaign finance reports, and election history.
- Reviews and processes all open record requests according to Attorney General guidelines.
- Responds to and resolves delicate and sensitive citizen inquiries and complaints.
- Establishes, maintains, and builds upon effective working relationships with appointed and elected officials, citizens, supervisors, co-workers, volunteers, and local businesses.
- Organizes community input meetings as needed to facilitate the exchange of information between the City and the community.
- Exercises considerable initiative, independent judgment, and confidentiality.
- Conveys a positive, professional image by action, communication, and appearance.
- Exhibits regular, reliable, and punctual attendance, which is an essential function of the job.
- Must be able to work night meetings; work may occasionally require travel, including overnight stays, involving training, and conducting City business.
- Performs all other related job duties and responsibilities as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Rules, regulations, and laws governing city elections.
- Texas Election Code, Texas Local Government Code, Public Information Act, Texas Open Meetings, and Open Records Act with the use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
- City Charter, State law, Freedom of Information Act, Texas Open Meetings and Open Records law.
- Records management and maintenance of official records.
- City policies and procedures.
- Texas State Library and Archives Commission rules and regulations.
- Pertinent federal, state and local laws, codes and regulations.
- Municipal government policies and ordinances.

**Skills in:**

- Proofreading and have the ability to create and deliver public presentations.
- Interpreting and understanding the City Charter, Election Code, Local Government Code, Code of Ordinances, and other statutes of the State of Texas.
- Effective communications both orally and in writing
- Being a team player who is flexible, a problem solver, able to hear and accept feedback, good listener, possesses confidence.
- Understanding and explaining complex situations involving all City departments and functions.

**Ability to:**

- Read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and legal documents.
- Remain flexible and open to new ideas and encourages others to value change.
- Identify ways to incorporate new practices into the existing framework.
- Communicate clearly and concisely, both orally and in writing.
- Meet deadlines.
- Establish and maintain effective working relationships with those contacted in the course of work, including City employees and other government officials, community groups, the general public, and media representatives.
- Identify and respond to community and City Council issues, concerns, and needs.
- Provide information and organize material, including records retention/destruction in compliance with laws, regulations, and policies.
- Be able to work night meetings. Work may occasionally require travel, including over-night stays, involving training and conducting City business.

**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS**

Primarily in an indoor environment with the ability to operate outdoors when needed. May be exposed to extreme heat and cold during summer and winter months.

**TOOLS AND EQUIPMENT USED**

Uses standard office equipment, including multi-line telephone, computer, fax machine, document shredder, copier, scanner, printer, etc.

**PREFERRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

- Associate's degree and three (3) years' experience related to the area of assignment; or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Must have and maintain a Texas Municipal Clerks Association (TMCA) Certification or able to receive within two (2) years of hire date.
- Notary public or able to obtain within six (6) months of employment.

**REQUIRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

- Election experience.
- A Valid Class C Texas motor vehicle driver's license and the ability to maintain a satisfactory driving record.