



CITY SECRETARY

FLSA STATUS: EXEMPT

JOB SUMMARY

Under the direction of the City Manager, the City Secretary provides administrative support to the City Manager and City Council. The City Secretary serves as the official custodian of City records and acts as the Records Management Officer responsible for controlling, managing, certifying, and ensuring the authenticity of City documents through the administration of the City's record management program. Additionally, the City Secretary serves as the elections administrator and oversees all municipal elections. They are tasked with creating and maintaining all proclamations, resolutions, and ordinances, as well as preparing minutes and posting public notices.

SUPERVISION

RECEIVES direct supervision from the City Manager.

EXERCISES no direct supervision unless the City Manager assigns personnel to report directly to the City Secretary.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

1. City Clerk Duties

- Prepare, organize, and distribute City Council meeting/workshop agendas; post agendas as required by law; attend meetings and record all official proceedings; responsible for set-up of meeting room.
- Prepare minutes of City Council meetings and any other Board and Commission assigned by the City Manager; process all documents approved by the City Council, to include contracts/agreements, proclamations, ordinances, resolutions, annexations, etc.; attest to documents for the City and be certified as a Notary Public.
- Plan and direct the maintenance, filing and safekeeping of official documents to include liens, deeds, easements, contracts, etc.
- Prepare public notices ensuring publication requirements are met for legal advertisements, ordinances, bids, etc.
- Responsible for codification of City Code of Ordinances and maintenance of City fee schedule.
- Receive, review, and certify the accuracy of all petitions.
- Responsible for receiving all Public Information requests or Open records requests and respond to request for information within the time constraints established by law.
- Maintain lists of members of City boards and commissions, notifying the City Council of

- any expiration dates; notify individuals of appointment, reappointment when appropriate.
- Process beer and wine applications and permits; calculate and process fees and charges.
- Initiate and maintain a variety of files and records for information related to the City Secretary's office and City Council; maintain manuals and update resource materials.
- Prepare initial budget request and mid-year budget estimates for City Council and City Secretary's budgets; monitor expenditures; prepare check requests, invoices, and purchase orders as needed.
- Prepare cost estimates for budget recommendations; submit justifications for needed supplies, material, and equipment.
- Achieve goals as outlined in the City Strategic Plan.
- Certifies and executes official City documents; maintains custody of the City Seal; administers and files oaths of office.

2. Administrative Support to Mayor, City Council, and City Manager

- Compose type and edit a wide variety of documents to include letters, ordinances, resolutions, proclamations, reports, forms, brochures, and other informational material.
- Respond to requests for assistance from employees, citizens, and others.
- Research, compile, and analyze data for special projects and various reports.
- Screen calls, visitors and mail directed to the Mayor and Council.
- Coordinate TML Annual Conference travel arrangements and process requisitions for advance travel pay/reimbursements for all attendees.
- Coordinate activities of the City Council or any other Board or Commission assigned by the City Manager.

3. Chief Elections Officer

- Supervise and coordinate City elections, ensuring notices are posted and published as required and all activities are conducted in accordance with state law.
- Serve as Early Voting Clerk.
- Prepare ballots and polling places; order and maintain election supplies and equipment.
- Recruit and train election judges and clerks.

4. Records Management Officer

- Plan, formulate and prescribe basic files management and records disposition policies, standards, and procedures.
- Prepare records retention and disposition schedules in cooperation with department heads for City departments; review annually and update/amend as needed.
- Provide records management advice and assistance to City departments.
- Train City personnel in the fundamentals of records management and their duties in the records management program.
- Carry out actions such as destruction and transfers that are required by records schedules.
- Design and manage the operations of a records center for the low-cost storage of inactive records; assure availability of public information from records stored in records center.
- Monitor compliance with standards for filing and storage equipment and supplies in City departments.

5. Other Duties

- Update and maintain City web pages.
- Serve as a certified Notary Public.
- Travels to attend meetings, conferences, and training.
- Ensures required reports are submitted to regulatory entities.
- May oversee operations of the city cemeteries.
- Performs other related duties as assigned by the City Manager.
- Regular and consistent attendance for the assigned work hours is essential.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines:

High School diploma or equivalent is required. Associates degree in Business or a related field is preferred. Minimum of three years previous municipal clerk or executive administrative assistant experience is required. A combination of education and experience may substitute for the minimum qualifications.

Knowledge of:

- City Charter, ordinances, and election laws.
- Federal, state and city laws or ordinances applicable to the position.
- Administrative rules and regulations regarding records management, election administration, archives, open meetings, and public access to information.
- Parliamentary Law and Robert's Rules of Order and City Council rules and procedures.
- Council/Manager form of government.
- The organization and operation of the city and outside agencies as necessary to assume assigned responsibilities.
- Standard office procedures and office management methods.

Skills and Abilities:

- Operation of personal computer, and general office equipment.
- Communicate clearly, concisely, and effectively, both orally and in writing.
- Read, understand, and interpret City ordinances and policies.
- Keep up to date on laws enacted by Texas legislature and interpretations of state law.
- Perform responsible and complex administrative work involving the use of independent judgment and personal initiative.
- Deal with stress from all aspects of the job.
- Attend City Council meetings and seminars after normal working hours; subject to other irregular working hours. Some travel is involved and incumbent must provide his/her own transportation.
- Exercise tact and diplomacy, in dealing with the public, and exercise discretion in all communications, ensuring confidentiality of information exchanged.
- Represent the public image of the City of Gatesville.
- Work cooperatively with other departmental employees, City officials and outside agencies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Cooperate with coworkers across the city to ensure communication.
- Meet the requirements for personal bonding and certification as a Notary Public.
- Plan, implement, and monitor assigned department budget.
- Be punctual and regular in attendance.

LICENSES AND/OR CERTIFICATIONS

Certification as a Texas Registered Municipal Clerk (TRMC) by the Texas Municipal Clerks Certification Program (TMCCP) or work towards attaining this certification after the date of hire.

Notary Public certification or must obtain within 90 days from date of hire.

Must have a valid Texas Driver's license.

PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS AND CONDITIONS

- Work is performed in a standard office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May require standing, sitting, walking.
- May be subject to occasional lifting, carrying, bending, reaching, kneeling, pulling, crouching, and lifting.
- Must be able to sit for an extended period.

Employee

Date of Receipt of Job Description

Supervisor

Date