

JOB DESCRIPTION

JOB TITLE: CITY SECRETARY

REPORTS TO: CITY COUNCIL

FLSA STATUS: EXEMPT

JOB SUMMARY:

City Secretary is appointed by the City Council. To plan, direct, manage, and oversee the activities and operations of the City Secretary's Office, including serving as liaison between the City Council and the public; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor and City Council. Responsible for all paperwork pertaining to official business of the City Council, and for implementation of the City's record's management program; acts as representative of the City at various functions; assists Mayor in making operational decisions including interpretation of policy, law, Ordinances, Council guidelines, and official procedures; open records; municipal elections; records management; and all aspects of human resources. Position involves regular contact with the public in situations that affect the accomplishment of the job at hand, and requires considerable tact and diplomacy.

SUPERVISION EXERCISED:

Receives general administrative direction from the Mayor. Exercises supervision over clerical staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Provides administrative support to the Mayor, City Council and staff. Prepares and posts all legal, agenda and meeting notices, provides staff support to the City Council and Council-appointed boards; prepares documentation for and recordings of official City Council minutes, ordinances, resolutions and other related business; maintains official city records and oversees records management and retention program; provides review and responds to public information requests; administers elections processes and ensures deadline requirements are met.

Prepares and presents staff reports and other necessary correspondence. Assists and communicates with staff and professional business associates. Assists the public, and employees; provides information on departmental and city policies and procedures as required;

and transfers inquiries to the appropriate individual or department as necessary. Responds to and resolves difficult and sensitive citizen inquiries and complaints through established City practices and procedures. Attends City Council meetings and records all official proceedings; prepares and preserves accurate minutes and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings for Council.

Certifies and executes official City documents; maintains custody of City Seal; administers and files oaths of office.

Serves as **Records Management** Officer for the City; manages, facilitates, and handles all technical support for Public Records; administers Records Management Program; interprets Local Government Records Act and the City's Records Management Ordinance; recommends revisions to ordinances as needed; oversees and directs all Department Records Liaisons.

Responsible for receiving all **Public Information** requests or **Open Records** Requests for the City of Zavalla. Respond to Open Records Requests within the time constraints established by law.

Provides information on Open Meeting Laws and compliance to city staff as well as members of the City Council, boards, and commissions.

Maintains custody of official records and archives of the City including ordinances, resolutions, contracts, judgments, agreements, surety bonds, deeds, insurance, and minutes; certifies copies as required.

Receives and files claims and/or lawsuits against the City; accepts subpoenas; records legal documents of the City.

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; and 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.

Receives applications for elected office and verifies all required fields are fully completed. Files Statements and Oath of Elected Officials and assists board members in filing statements of appropriate offices.

Receives and processes formal petitions relating to initiatives, referendums, or recalls; examines and certifies results; receives and processes petitions relating to matters pertaining to the City.

Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal government. Prepares proclamations and arranges for official appearances of the Mayor or designated city representative at local and regional community events. Coordinates City Secretary's Office activities with other City departments and outside agencies and organizations.

Participates in the development and administration of the City Secretary's Office budget; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies, directs the monitoring and approval of expenditures through the administrative practices and procedures of the City; participates in the preparation of and implements budgetary adjustments as necessary.

Oversee and facilitate all aspects of **Human Resources**. Coordinates and manages assigned programs expertise in variety of human resources activities to include benefits, benefits

programs, compensation, and workman's compensation/claims and risk management and maintains all City employees' personnel records. Conducts research and respond to a variety of inquiries from employees and retirees. Manages and oversees annual employees programs. Manages and oversees COBRA and FLMA administration; as well as property and casualty insurance for the City.

Coordinates, directs and organizes the posting of all legal notices, agendas, publications, and job announcements on the City's website.

Payment of the City's monthly bills.

Perform other job related duties and responsibilities as assigned.

QUALIFICATIONS AND KNOWLEDGE:

Pertinent Federal, State and Local laws, codes and regulations.

Public Information Open Records Act; election laws and procedures; Local Government Records Act, and political reform requirements. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Knowledge of new hire orientation process, open enrollment, Flex/HRA/HSA accounts, and

Worker's Compensation claims.

Office procedures, methods, and computer equipment.

Skill to:

Interpret and understand the Election Code, Local Government Code, Code of Ordinances and other statutes of the State of Texas.

Effectively use business English, spelling, and appropriate grammar.

Work with new technology.

Proficient in Quickbooks, Microsoft Excel, Adobe and Microsoft Office.

Ability to:

Meet deadlines in a timely manner.

Provide information and organize material including records retention/destruction in compliance with laws, regulations and policies.

Identify and respond to community and City Council issues, concerns, and needs.

Interpret and explain local and state laws and regulations.

Communicate clearly and concisely, both orally and in writing.

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.

Be able to work night meetings. Work may occasionally require travel, including over-night stays, involving training and conducting City business.

Must be able to handle stressful situations.

Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 40 pounds.

Follow and embrace the City of Zavalla Core Values – Trust, Accountability, Teamwork, Pride and Service Excellence.

Experience

Experience in municipal government activities; knowledge of Local election laws, Codes, Ordinances and Resolutions; good knowledge of records management operations; verbal fluency; good grammatical skills, ability to manage an office and supervise the work of others; ability to interact with City officials, city employees, and the public in a pleasant and gracious manner.

Minimum Requirements:

Experience related to area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must have a valid Texas Driver's license and safe driving record. Certified or registered in the Municipal Clerk Certification Program, i.e. Texas Municipal Clerk Association (TMCA) is preferred. Position will be required to obtain Certification within a reasonable period of time, to be determined at hire.