



Title: City Secretary

FLSA Status: Exempt

SAFETY STATUS: Non Safety Sensitive Position

BRIEF DESCRIPTION:

City Secretary is responsible for performing mandated and statutory requirements as defined by State Law, Home Rule Charter and City Ordinance.

The purpose of this position is to perform the duties of the City Secretary's office. This is accomplished by preparing and dissemination of documents for City Council and other various meetings, chief election official, records manager, and assisting the Mayor, City Council and City Manager with administrative duties, special projects or research and the preparation of the annual budget.

REPORT TO:

This position reports to the City Manager.

SUPERVISES:

This position supervises the Assistant to the City Secretary.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Responsible for city council meetings by posting notice of meetings at city hall/city website; scheduling public hearings; assembling and dissemination of agenda packets for city council and members of the news media; attends all council meetings; records meetings and prepares minutes. Utilizes tact, diplomacy and persuasiveness when resolving complex and significant issues dealing with Mayor, City Council, City Attorney and Department Heads; handling of confidential information and documents, such as contract bid information, human resources/personnel records or information distributed or verbal in closed sessions; coordinates assistance between departments in order to complete projects and achieve City	40%



		goals; represents the City professionally and works closely with the public, outside organizations and regulatory agencies.	
2	S	Provides additional administrative support by reviewing all incoming and outgoing correspondence by performing official certification of legal documents; maintaining records management program; ensuring proper disposal of city records; responding to open records requests by complying with the Public Information Act; maintains code of ordinances, resolutions, contracts, leases, and other legal documents; provides assistance to Mayor, City Council, employees and the public concerning interpretation of City Charter, ordinances policy and procedures; responds to and resolves difficult and sensitive citizen inquires and complaints.	25%
3	S	Prepares and administers departmental budgets, coding invoices; cemetery plot sales, La Lomita lot sales; handles alcoholic beverage, peddlers, solicitor permits. Provides administrative research/legislative update support to Mayor, City Council and other city employees. Prepares proclamations and completes clerical work, coordinates special events/special projects at Mayor or City Council's request; attends and serves as liaison on various boards and commissions; updates rosters and tracks attendance. Receives and reviews for accuracy application requests for zoning, variance, plats and re-plats requests, publishes required notices, mail notices and generates calendar for timeliness. Prepares notice to bidders, requests for proposals and/or qualifications; attends bid openings.	25%
4	S	Conducts all City elections in accordance with the Texas Election Codes and City Charter, maintaining calendar of election dates; preparing all legal notices and required documentation for elections; negotiating contracts; receiving and verifying candidate applications; receiving and posting election results; working with County on leasing electronic voting machines; recruiting and training election workers; and providing general information to elected officials.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires specific knowledge of municipal government and general administrative field or combination of experience. Thorough knowledge of laws and ordinances relating to the powers and duties of the City Secretary. Knowledge is normally acquired through two year associate's degree, or certification program.
Experience	Over five years up to and including seven years of municipal government experience. Comprehensive knowledge of municipal codes, resolutions, ordinances, City Charter and applicable State Laws.
Supervision	Work requires managing and monitoring work performance by



	directing subordinate supervisors or administrators including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended as part of interactions. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Limited Direction: Within this job, the employee normally performs the duty assignment according to his or her own judgment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance. This is typically a high level management, professional, or executive position.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Has responsibility for final approval of appropriate divisions/department budget and presents the budget(s) to Senior Management. Is authorized to approve fiscal budgeted expenditures up to the amount that requires the approval of Senior Management.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Driver's License; Municipal Clerk Certification preferred

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	X	Medium	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
				Very Heavy
				Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.



	to a significant degree.			
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PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	communicating with co-workers, observing work duties
Sitting	C	desk work, meetings, driving
Walking	O	to other departments/offices/office equipment, around work site
Lifting	O	files, supplies, equipment
Carrying	R	files, supplies, equipment
Pushing/Pulling	R	file drawers, tables and chairs
Reaching	R	for supplies, for files
Handling	C	Paperwork
Fine Dexterity	F	computer keyboard, calculator, telephone pad
Kneeling	R	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	R	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	R	from computer to telephone, getting inside vehicle
Climbing	N	
Balancing	N	
Vision	C	driving, observing work site, reading, computer screen
Hearing	F	communicating with co-workers and public and on telephone
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, fax, calculator, computer and associated hardware and software

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never	D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

(1) N/A

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.