



City Secretary

Department: Administration

Division: City Secretary's Office

Supervisor: City Manager

FLSA Status: Exempt

ADM-CS

\$56,000.00 - \$70,000.00 Annually

\$4,666.67 - \$5,833.33 Monthly

\$26.92 - \$33.65 Hourly

JOB SUMMARY

This position works under the direction of the City Manager and is responsible for planning, managing and directing the City Secretary's office including the supervision of the office clerks.

The City Secretary is responsible for performing mandated and statutory requirements as defined by State Law and City Ordinance. The job knowledge and skills for the position require a broad knowledge of state law governing open meetings and public information, municipal laws, policies and procedures related to municipal elections, records management and City codes and ordinances. The City Secretary is required to attend City Council meetings and other board meetings, as necessary, and to participate as part of the City's leadership team and emergency operations team.

MAJOR DUTIES

- Post Meetings and prepares City Council Packets.
- Keeps records of all ordinances and resolutions.
- Maintains custody of the official City seal and attests to all City Council actions; and administers oath of office.
- Preserves and keeps in order all books, papers, records and files of the City.
- Serves as Official Records Management Officer for all city documents.
- May perform bookkeeping duties including payroll, accounts payable and reconciliations.
- Coordinates and administers elections and related matters for the City and other agencies as directed. Serves as Early Voting Judge.
- Exercises supervision over the administrative office clerks and municipal court.
- Serves as Public Information Officer and responds to all open records request.

- Prepares and presents staff reports and other necessary correspondence.
- 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.
- Coordinates, directs and organizes the posting of all legal notices, agendas, publications, and job announcements on the City's website.
- Ability to effectively and efficiently meet deadlines.
- Performs other job-related duties and responsibilities as assigned by: state statute, City Ordinance, City Council, or City Manager.

KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION

- Knowledge of open records laws and public information laws.
- Knowledge of state and federal election laws.
- Knowledge of insurance management principles.
- Knowledge of risk management principles.
- Knowledge of records retention guidelines.
- Knowledge of city and departmental policies and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of human resources management principles, practices and procedures including those related to benefits management, employee compensation, and performance management.
- Knowledge of state and federal employment laws.
- Knowledge of employee benefits management principles.
- Knowledge of employee recruitment and hiring practices.

- Knowledge of other local organizations, offices, and the local area.
- Skill in the maintenance of files and records.
- Skill in problem solving.
- Skill in prioritizing, planning, and organizing work.
- Skill in interpersonal relations.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill to plan, schedule and work independently.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Texas Municipal Law and Procedure Manual, the Texas Local Government Code, the City Code of Ordinances, Texas Alcoholic Beverage Commission regulations, and Texas State Library and Archives retention schedules. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

Guidelines include state and federal employment law, IRS guidelines, the Americans with Disabilities Act, the Family Medical Leave Act, COBRA guidelines, the Fair Labor Standards Act, Equal Employment Opportunities Commission guidelines, the Civil Rights Act, and city policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY / SCOPE OF WORK

- The work consists of varied management and administrative duties. The variety of tasks to be performed contributes to the complexity of the work.
- The purpose of this position is to direct the operations of the City Secretary's Office. Successful performance contributes to the efficiency, effectiveness and propriety of a variety of city functions and operations.

CONTACTS

- Contacts are typically with coworkers, other city employees, elected and appointed officials,

representatives of other municipal governments, attorneys, vendors, representatives of community organizations, business leaders, candidates for election, judges, members of the news media, and the general public.

- Contacts are typically to exchange information, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over administrative clerks and municipal clerks.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- An Associates Degree and/or Bachelor's degree is highly preferred.
- Five (5) years of Administrative/Secretarial Experience to include, municipal government experience preferred.
- A combination of education and relevant experience as a City Secretary may be considered in lieu of post-secondary education requirement.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two to five years.
- The ability to readily obtain the Texas Registered Municipal Clerks Certification issued by the Texas Municipal Clerks Association within two (2) years.
- Must have a valid driver's license issued by the State of Texas.

ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and

responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature

Date

Employee Printed Name