



Job Description

Title: **City Secretary**
Department: **Administration**
FLSA Status: **Exempt**

GENERAL PURPOSE

Performs high level administrative, technical, and professional work in the administration of city government. Exercises discretion and independent judgment with respect to matters of significance to the City.

SUPERVISION RECEIVED

Works under the general supervision of the Mayor, City Council and City Manager.

SUPERVISION EXERCISED

Exercises supervision over staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds, or other documents requiring city certification; catalogs and files all City records;
- Provides public records and information to citizens, civic groups, the media, and other agencies as requested;
- Attends regular and special meetings of the City Council, Economic Development Corporation and Planning and Zoning Commission; oversees or performs an accurate recording of the proceedings, preparation of the minutes using proper legislative terminology, recording, indexing, and filing for the public record; distributes information as required;
- Prepares and distributes agendas, materials, minutes, and records of meetings;
- Updates code of ordinances;
- Maintains electronic files of ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code;
- Develops, maintains, and implements records retention schedules using document imaging software in coordination with Texas State Library and Archives Commission Record Retention Schedules for Local Governments;
- Prepares and advertises meeting agendas, bids and other advertisements, and legal notices of public hearings and special meetings;
- Administers the issuance of municipal licenses and various regulatory licenses in accordance with applicable city ordinances and other regulations;
- Manages and supervises assigned operations to achieve goals within available resources; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed;
- Gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed;

- Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public;
- Communicates official plans, policies, and procedures to staff and the general public;
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Organizes Council-Staff meet and greets, and other internal gatherings;
- Manages pertinent website content.
- Orders and manages office supplies for the Administration department;
- Serves as a notary public;
- Prepares reports for City Council meetings, as directed;
- Prepares surveys and other reports as directed;
- Performs other duties as assigned.

PERIPHERAL DUTIES

- Attends seminars and workshops related to City Secretary's duties and responsibilities;
- Attends professional development workshops and conferences. Travels to various destinations in and out of the city and may require overnight stay;
- makes reservations and travel arrangements for meetings, seminars, and conventions;
- Assists in the preparation of ordinances and resolutions as directed;
- Accepts claims for damages and other legal papers served on the City.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Requires a bachelor's degree from an accredited college or university with major course work in Business, Public Administration, or related field.
- Certification or enrollment in TMCCP
- Five years progressive experience in a City Secretary's office or extensive experience in a related field preferred.

Necessary Knowledge, Skills, and Abilities:

Extensive knowledge of the principles and practices of Municipal Government;

Extensive knowledge of Open Records Requests;

Ability to train city employees regarding open records requests;

Working knowledge of the principles and practices of modern public administration;

Extensive Knowledge of personal computers and high proficiency in the use of WORD, EXCEL,

Power Point, Novus, Laserfiche and other related software programs;

Extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure;

Skill in operation of listed tools and equipment

Ability to accurately record and maintain records;

Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public;

Ability to communicate effectively verbally and in writing; Ability to plan, organize and supervise assigned staff.

SPECIAL REQUIREMENTS

Must be bondable;

Valid State Driver's License, ability to obtain one;
Notary public certification within six months;

TOOLS AND EQUIPMENT USED

Personal computer, including internet, financial and database software; 10-key calculator; phone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

By signing below, you understand the requirements, essential duties, and responsibilities, of the position. You also understand this job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. All employees of the City of Bee Cave are employed at-will, unless they have a contract approved by the City Council.

Employee Signature

Date

Supervisor Signature

Date