

The Office of the City Secretary Preserves Official Records of the City, is Responsible for the Accurate Preparation and Maintaining of City Council's Legislative Action & Proceedings, Ensures Compliance with the Provisions of the Open Meetings Law, Provides Information and Service to the Public, City Council & City Departments.

PRINCIPLE DUTIES/RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT TO CITY SECRETARY

- Compile, Prepare and Distribute Agendas/Notices and Meeting Packets for Keep Historic Fort Stockton Beautiful Board and Animal Control Board. Attend Meetings, Record, Transcribe and Maintain an Accurate Account of the proceedings. Assist in the Preparing City Council Packets.
- Assist with the Legal Procedures related to Annexations, Inclusions, Re-Zoning, Specific-Use Permits, Re-Platting, Re-Subdivisions, Etc.
- Assist with City Elections and Associated Ceremonial Functions, Ensuring that All Laws are Complied with and that the Integrity of the Election is Maintained.
- Serve as a Notary Public for the City.
- Administer Oaths for Appointed Officials.
- Preserve and Record Legal Documents at the Court House.
- Assist in Maintaining Municipal Records for the City's Official Records.
- Responsible for the submission of City Ordinances and Minutes to Muni-code for codification and Update of the City's Code; Distribute Supplements to Elected Officials and Department Heads.
- Assist in Preparing Ordinances, Resolutions, Proclamations, Special Recognitions, Etc. for City Council.
- Assist in Complying with Legal Requirements for Posting of Meeting Agendas and Publications of Hearing Notices, Ordinances, Bids, Permits, Etc.
- Post a variety of information from standardized media to various types of records and/or documents.
- Assist in Coordinating the Annual Process for the Appointment &/or Re-Appointment of City Board Members; & Prepare/Maintain a City Boards & By-Laws Handbook.
- Assist in annually notifying local Wrecker Service Businesses to obtain Mandatory Documents and Fees for Renewal of Permits.
- Participate in the development of the Keep Historic Fort Stockton Beautiful Budget.
- Assist in Updating the City Map Accordingly.
- Assist in Coordinating and Assisting the City's Records Management Agency with Records Retention, Retrieval, Destruction, Etc.
- Assist with the Public Information Requests; Direct and Respond to Open Records Requests in Accordance with the Texas Public Information Act and Provide Timely & Accurate Information.
- Assist in Coordinating local TML Region IV Meetings.
- Establish and Maintain an Effective Working Relationship with Citizens, Elected Officials and City Personnel. Respond to Public Inquiries and Assist in Resolving Issues/Complaints.
- Assist in Ordering Badges, Business Cards, Plaques, Etc. for City Council.

- Compose Correspondence; Responsible for the Submission of Department Travel/Hotel Arrangements.
- Perform such Other Duties as May be Required by City Council and City Secretary consistent with the City Code and the Laws of the State of Texas.
- Enter Purchase Orders prior to Purchasing Necessary Expenditures.
- Monitor Inventory and Order Office Supplies as needed.
- Acts in the absence of the City Secretary and ensure timely and effective support is provided to City officials, City departments and external entities.
- Coordinate Keep Historic Fort Stockton Beautiful Events.

REQUIREMENTS:

- Superior Organization, Prioritization and Time-Management Skills with the Ability to Multi-Task in a Fast-Paced, Deadline-Driven Environment.
- Detail Oriented with In-Depth Knowledge and Application of English Grammar with the Ability to Draft Various Types of Correspondence and Other Written Materials; Must Be Able To Proofread.
- Monitor and Control the Confidentiality of City Information, according to Standards of the Privacy Act.
- Establish and Maintain Tactful, Diplomatic, and Effective Communications Skills with Elected Officials, City Employees, the General Public, and Representatives from Other Local, State and Federal Agencies.
- Communicate Clearly and Effectively; Both Verbally and in Writing; Preparing and Presenting Clear and Concise Reports and Correspondence.
- Significant Knowledge and Experience with Microsoft Office Products.
- Ability to make effective decisions without constant supervision.

DESIRABLE EDUCATION, KNOWLEDGE AND SKILLS:

- High School Diploma Required, Excellent Computer Skills, and Ability to Deal Effectively with the City Council, Public and Other Employees.

LICENSES AND CERTIFICATES:

- Must successfully obtain Texas Registered Municipal Clerk (TRMC) Certification within three (3) years of employment; Licensed Notary Public or ability to obtain such within three months; and a Valid Texas Driver License