

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, and Serves as the City's Election Administrator.

PRINCIPLE DUTIES/RESPONSIBILITIES:

- Compile, Prepare and Distribute Agendas/Notices and Meeting Packets for City Council, Board of Adjustment, Planning & Zoning Commission, and Historical Landmark Commission. Attend Meetings, Record, Transcribe and Maintain an Accurate Account of the Proceedings.
- Responsible for Legal Procedures and Preparation of Packets regarding: Annexations, Inclusions, Re-Zoning, Specific-Use Permits, Re-Platting, Re-Subdivisions, Etc. and Advice the Department of Justice, State & Local Government Entities.
- Serve as the Elections Administrator for City Elections with Associated Ceremonial Functions; Ensuring that All Laws are Complied with and that the Integrity of the Election is Maintained.
- Custodian of the City Seal and Affix Such to Official Documents.
- Serve as the City's Official Notary Public.
- Administer Oaths for Elected and Appointed Officials.
- Attest, Preserve and Record Legal Documents.
- Serve as the Custodian of 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.
- Prepare Ordinances, Resolutions, Proclamations, Special Recognitions, Etc. For City Council.
- Comply with Legal Requirements for Posting & Publishing Meeting Agendas, Public Hearing Notices, Ordinances, Bids, Permits, Etc.
- Coordinate the Annual Process for the Appointment &/or Re-Appointment of City Board Members; & Prepare/Maintain a City Boards & By-Laws Handbook.
- Obtain Required Documentation and Fees from local Wrecker Service Businesses for Renewal of Yearly Permits.
- Prepare and Manage the City Secretary Department's Operating Budget.
- Update the City Map upon Completion of a Municipal Procedure.
- Update and Submit Census Maps and Related Documentation to State/Federal Agencies.
- Coordinate and Assist the City's Records Management Agency with Records Retention, Retrieval, Destruction, etc.
- Serve as the City Public Information Officer; Direct and Respond to Open Records Request in Accordance with the Texas Public Information Act and Provide Timely & Accurate Information to the Requester.
- Coordinate local TML Region IV Meetings.
- Certify Alcoholic Beverage Applications for Local Businesses.
- Establish and Maintain an Effective Working Relationship with Citizens, Elected Officials, and City Personnel. Respond to Public Inquiries and Assist in Resolving Issues/Complaints.
- Order Badges, Business Cards, Plaques, Etc. for City Council.

- Update the City's Website with Approved Ordinances and City Council Meeting Minutes.
- Compose Correspondence; Manage City related Travel/Hotel Arrangements, Etc. for City Council.
- Perform such Other Duties as May Be Required by City Council consistent with the City Code and the Laws of the State of Texas.

REQUIREMENTS:

Superior Organization 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.

Supervise and Lead the Department's Administrative Assistant; Delegating Tasks and Authority.

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.

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