



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Assistant City Secretary	LAST UPDATED:	April 8, 2014
DEPARTMENT:	General Government	JOB CLASS:	
REPORTS TO:	City Secretary	FLSA	Non-Exempt
		DESIGNATION:	

Summary: Under general direction of City Secretary, assists with all official functions of the City Secretary's Office and performs such in the absence of the City Secretary. The position performs specialized clerical and administrative functions which includes the maintenance of official City records and assisting in administration of elections, preparing special meeting agendas and agenda items and materials for various Council and Committees, transcribes minutes as directed; and other related work as directed by the City Secretary. Supervises assigned staff.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Serves as Assistant City Secretary; receives official documents, prepares notices, agendas, ensures distribution of City Council resolutions, ordinances, and minutes, including electronically, acted upon by the City Council; attends City Council and committee meetings as well as prepares minutes in the absence of the City Secretary.
- Assists with official functions of the City Secretary and performs such in the absence of the City Secretary.
- Attends City Council and committee meetings as well as prepares minutes in the absence of the City Secretary.
- Prepares and posts agendas for Special Council and Committee meetings.
- Assists in the coordination of municipal elections; monitors elections procedures and ensures compliance with Texas Local Government and Election Laws.
- Develops, maintains and implements workflow for processing and finalizing documents and items acted upon by the City Council and the City Manager's Office. Documents to include but not limited to: ordinances, resolutions, contracts, etc.
- Oversees staff in responding to Public Information/Open Records Requests in accordance with the Texas Public Information Act to ensure documents and information conforms to the request and all steps are in compliance with the Act.
- Assists in the preparation and administration of annual budget, processes and monitors monthly expenses for the City Secretary's Office.
- Oversees with liquor permits by confirming applications meets the laws adopted by the City, issuing renewal notices, receive payments and issuing permits.
- Responsible for Boards and Commissions administration to include the annual application process, maintaining the board member database, and ensure compliance with the Code of Ordinances..
- Responsible for maintaining the City Secretary and Board/Commission web pages.
- Provides appropriate information to the public and department heads.
- Handles and/or screens supervisor's correspondence, e-mails, and calls.
- Conducts research activities and projects as assigned.
- Approves payroll, purchase orders, and other items specifically delegated by supervisor.



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- Supervises assigned staff. **Other Important Duties:**
- May travel to attend meetings, conferences and training.
- May be required to work some evenings or weekends.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential

Required Knowledge and Skills:

- Knowledge of Texas Public Information Act and Open Meetings Act, Municipal Election Law and Local Government Code.
- Knowledge of city management policies and procedures.
- Knowledge of research, analysis, interpretation and report development of complex administrative issues including legal, financial and survey data.
- Ability to answer questions regarding municipal regulations and ordinances and status of communications, resolutions and other official actions and assure records are open to the public.
- Ability to make independent judgments to address and solve issues.
- Proficiency in the use of computers and related equipment, hardware and software.
- Skill in effective oral and written communications.
- Skill in researching, analyzing and preparing reports/recommendations for public officials
- Skill in planning and implementing departmental procedures and objectives.
- Skill in prioritizing, tracking, and managing multiple projects, assignments and duties.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or GED **and** five (5) years advanced secretarial, progressively responsible municipal government or administrative experience, **or** equivalent combination of education and experience.
- Must be enrolled in TMCCP certification course within one year of employment, and expected course completion within three years after enrollment. Preference given to individuals who possess the TMCCP certification.
- Will be required to obtain License as a Notary Public in the State of Texas
- Preference may be given to individuals with knowledge of Texas Elections Laws, Texas Open Government Act and Texas Public Information Act.
- Must pass a pre-employment drug screen, criminal background check, and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to irate or angry individuals.
- May be subject to extended periods of mental concentration, research and analysis.
- May be subject to bending, reaching, kneeling and lifting such as retrieving or replacing files and records, and setting up for meetings and special events.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, transcriber, calculator, fax machine, cellular telephone, multi-line telephone and other standard office equipment.