

# HEWITT TEXAS

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**Job Title:** City Secretary  
**Department:** Administration  
**Location:** City Hall  
**Reports to:** City Manager  
**Date:** 3/13/2018

<b>Grade:</b> 18	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<b>Classification:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>Safety Sensitive:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**Job Summary:** The City Secretary is a statutory position required by State law and the City Charter, and is appointed by the City Manager to serve as an officer to the City. In addition to performing the statutory duties of the position, the City Secretary is responsible for the administrative support of City Council and City Manager to include recording of Council actions, ensuring the maintenance and preservation of City official records, and administration of City elections.

**Essential Functions:** Provide highly responsible and complex administrative support to the City Manager and City Council. Monitor and evaluate the quality, responsiveness, efficiency, and effectiveness of the City Records Management Program, City election processes, and service delivery methods and procedures.

Provide executive level staff support to the City Council to include preparing and posting of City Council agendas and notices, coordinating agenda items, preparing proclamations, attending and recording minutes of meetings, preparing and distributing meeting minutes and City Council decisions as required, ensuring meetings comply with mandated requirements including the Texas Open Meetings Act, sending notice of invitations to social events or business meetings, disseminating telephone or email messages, making travel arrangements for City Council, arranging visits and press conferences for City Council, and assisting in planning City Council functions.

Act as the City's Records Management Officer. Develop procedures to ensure preservation of historically valuable records of the City. Provide Records Management support and administration rules issued by the Texas State Libraries and Archives Committee, and monitor records retention schedules by TSLAC to ensure compliance of City retention schedules. Maintain the Code of Ordinance including preparation and distribution of supplements and the maintenance of the Codification Process.

Maintain custody of the City seal and affix to documents and obligations of the City as required. Countersign City legal documents. Recommend rules and regulations to be adopted to protect municipal records. Establish systems to file and maintain official records including minutes, ordinances, resolutions, contracts, judgements, surety bonds, deeds, elections, and other records. Prepare publications of official legal notices. Maintain department-specific pages and records on the City website relative to the functions of this position.

Direct and respond to open records requests in accordance with the Texas Public Information Act, and provide timely and accurate information. Receive documentation associated with civil processes and claims against the City.

Direct work involving municipal elections by monitoring election procedures during the election process, ensuring compliance with Texas Election Code, responding to questions regarding policies and procedures, and ensuring records are open to the public.

Participate in the development and administration of the department budget. Approve expenditures and implement budgetary adjustments as appropriate and necessary.

Coordinate the application process for Boards and Commissions, maintaining database of appointments, expiration dates and vacancies, and ensure required open meetings training is complete.

Represent the City Secretary Department to other departments, elected officials, and outside agencies. Attend and participate in professional group meetings. Stay abreast of current legislation regarding City Council, municipal elections, and city records. Perform other related duties as assigned. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**Competencies:** Ability to prepare clear, concise and accurate reports, correspondence and other written material. Ability to communicate effectively, both verbally and in writing. Knowledge of principles, practices, methods, and techniques of official record maintenance and retention. Ability to handle confidential information in a responsible manner. Knowledge of City charter and laws governing the operation of the city government. Knowledge of the Texas Election Code, Texas Local Government Code, Texas Open Meetings Act, and Public Information Act.

**Required Education and Experience:** Bachelor's Degree in Public Administration, Business Administration, or a related field. Five years of increasingly responsible municipal administration experience. Or an equivalent combination of education and experience. Texas Municipal Clerk certification or ability to obtain within two years of appointment. Possess a valid Texas Driver's License. Certify as a Notary Public upon hire and be eligible for bonding.

**Preferred Education and Experience:** Supervisory experience preferred.

**Physical Requirements:**

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

<b>Sedentary</b> <input checked="" type="checkbox"/>	<b>Light</b> <input type="checkbox"/>	<b>Medium</b> <input type="checkbox"/>	<b>Heavy</b> <input type="checkbox"/>	<b>Very Heavy</b> <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 10 pounds.

**Machines, Tools, and Equipment:** Computer, Scanner, Phone, Fax machine

**Expected Hours of Work:** Days and hours of work are Monday through Friday, 8am to 5pm. Occasional evening and weekend work may be required as job duties demand, including but not limited to City Council meetings which are the 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month.

**Environmental Factors:** Generally works in a climate controlled indoor environment. Maybe exposed to dust and odors.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice***

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_