

Job Description



City Secretary

Department: Administration
Reports To: City Manager

Salary Grade: M18 \$75,000
FLSA: Management/Exempt

Purpose:

Responsible for directing the activities of the City Secretary's Office policies and procedures for the City of Sanger. Also responsible for overseeing the risk management function including maintaining property and liability insurance.

Duties, Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Prepares and posts agendas for City Council and other board meetings. Attends City Council and various City Board or Commission meetings as required. Prepares all ordinances and resolutions. Transcribes, prepares and submits City Council and other meeting minutes. Coordinates appointments and membership records of all City boards and commissions.
- Directs City policy and procedures for official City records and public documents. Coordinates the preparation of legal documents and executes required forms and notices. Receives and records official notices, applications, petitions and other submitted documentation on behalf of the City. Oversees records retention policies and procedures ensuring adherence throughout City Departments.
- Certifies, signs or adheres City Seal for appropriate permits, licenses, or other legal documents as required or requested. Researches and responds to open records requests.
- Manages the City's liability and property insurance coverage and required documentation. Oversees claims process and acts as City representative in investigations. Prepares annual equipment, property and vehicle insurance audit for the Texas Municipal League including workers compensation audits.
- Oversees department purchases and accounts payable. Reviews City Administration budget for accuracy. Countersigns City checks. Assist with department annual budget; tracks and reports monthly variances to plan.
- Manages City liens including calculation and processing of amounts owed. Ensures that paid liens are released and recorded.
- Prepares and submits reports to third party administrators, government agencies and vendors.
- Performs functions of the City Manager in extended absences.
- Oversees and administers all aspects of City elections ensuring compliance with the local government codes and state election laws. Accepts and records state and local campaign statements.

Knowledge, Skills and Abilities:

- Advanced knowledge of municipal operations; local, county and state election laws, Public Information Act, records retention policies and parliamentary procedure
- Proficient knowledge of property and liability insurance requirements and claims processing
- Proficient skills in Microsoft Office Suite including Excel, Word, and PowerPoint
- Basic knowledge of cash management, accounting and purchasing procedures
- Ability to develop and maintain respectful and courteous relationships with co-workers, employees, elected officials, supervisors, citizens, clients and others
- Ability to understand and implement problem solving and conflict management techniques
- Ability to communicate clearly and concisely in English, both orally and in writing
- Ability to maintain confidentiality when working with sensitive information and to comply with all record retention laws
- Proficient knowledge of City safety rules and operating procedures
- Ability to establish work priorities and complete job tasks within specified time frame with frequent interruptions and changes in priorities

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to reasonable modification to accommodate individuals with disabilities.

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Minimum Qualifications:

- High School diploma or GED equivalent.
- Ten (10) years of municipal experience
- Five (5) years of experience as City Secretary/ Deputy City Secretary
- Three (3) years of supervisory experience
- Or Bachelor's degree in Public Affairs, Business or related area accepted in lieu of five (5) years of municipal government experience
- Notary Public or ability to obtain

Work Environment/Physical Requirements:

The work environment and physical demands 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 incumbent works in a typical office environment with little or no exposure to unpleasant environmental conditions or hazards. Requires lifting up to 25 pounds and includes repetitive actions while sitting or standing. May require sitting and working at a computer for extended periods of time.
- Work requires attendance at evening meetings

Preferences:

- Texas Municipal Clerk Certification
- Election administration experience
- Bilingual in Spanish

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

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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