



DATE	October 2023
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: City Secretary
DEPARTMENT/DIVISION: City Manager’s Office
REPORTS TO: Assistant City Manager

SUMMARY: Attends all meetings of the City Council and develops official minutes; conducts the work activities of the City Secretary division, including maintenance and retrieval of official records, administers municipal elections, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Administers all facets of Municipal elections, including coordination of contracts with Collin, Dallas, and Denton County Administrations regarding polling places and election officials. Responsible for election orders, canvass, and all legal notices. Coordinates all campaign reporting requirements.
- Administers indexing, maintenance, and retrieval of the official records of the City, including minutes, ordinance and resolutions, contracts, deeds, title and abstracts of City property, and other related official documents.
- Act as Records Management Officer for all City records including developing and filing record retention schedules with the State, central storage of city records and destruction of city records in compliance with Texas Local Government Records Act.
- Develops agenda for City Council meetings.
- Oversees posting of public meeting agendas and social postings.
- Attends all meetings of the City Council and develops official minutes of the proceedings.
- Ensures meetings comply with mandated requirements including the Texas Open Meetings Law.
- Processes official publication of notices and ordinances.
- Coordinate the appointment and membership records for all City boards and commissions.
- Following Council action, processes official documents (such as ordinances, resolutions, contracts, etc.) to obtain necessary signatures, authentication/certification, distribution, filing and other activities necessary to implement Council action.
- Prepares proclamations.
- Administers oaths of office.
- Manages City Council schedules for public events.
- Answers inquiries from public and city officials regarding ordinances and status of City Council communications and other officials’ actions.
- Research and reviews City ordinances.
- Prioritizes work activities with close adherence to both City and State laws.
- Updates municipal code.

- Manages City's pre-qualification applications for Texas Alcohol and Beverage Commission.
- Accept legal papers served on the City.
- Supervise Records Coordinator.
- Lifts, kneels, stoops and twists body while performing daily duties such as: filing active/inactive records. Lifts 25 lb. Boxes
- Sits for extended periods of time while performing duties such as typing correspondence, typing the minutes, preparing reports, and other related duties.
- Acts as the compliance officer for federal, state, and local statutes, including the Open Meetings Act and the Public Information Act.
- Consistent daily attendance required.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over the Records Coordinator and Assistant to the City Manager for the City Manager's Office.
- Operate within and monitor the budgets for the City Council and City Manager's Office.

EQUIPMENT:

- Uses calculator, microfiche reader, PC, telephone, fax machine, etc.

OTHER IMPORTANT DUTIES:

- Conducts Orientation for Boards & Commissions Members.
- Coordinate Citizen's Government Academy with the Mayor.
- Oversees training for Open Meetings Act, Public Information Act, Records Management and Agenda Training for elected and appointed officials, and city staff.
- Performs miscellaneous duties as assigned

KNOWLEDGES/TRAINING EXPERIENCE SKILLS:

- Knowledge of Council-Manager form of government
- Knowledge of rules and regulations of the Texas Open Meeting Act and Texas Open Records Act
- Knowledge of election procedures and law
- Ability to effectively communicate with a wide variety of people in writing as well as orally.
- Ability to handle confidential information in a responsible manner
- Ability to become a notary

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES:

- High School diploma or GED equivalent and five years in an administrative support position that has high public contact, handling of confidential matters and complex secretarial duties OR
- Associates degree with three years in an administrative support position

PREFERENCES:

- Bilingual in Spanish and English
- Preference may be given to those who possess Texas Municipal Clerk Certification and certification through the International Institute of Municipal Clerks

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.