



JOB POSTING

Until filled.

CITY SECRETARY

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- The City Secretary is responsible for the preparation and dissemination of City Council meeting agendas and packets, attendance at Council meetings, keeping accurate minutes of the proceedings, and transcription and posting of the minutes.
- The City Secretary is additionally tasked with performing an array of essential duties and the City Secretary's responsibilities include, but are not limited to the following:
 - Attend each meeting of the planning and zoning commission, Type B Board and other important meetings as assigned by the city administrator and keep accurate minutes of the proceedings;
 - Engross and enroll all laws, resolutions, and ordinances of the governing body;
 - Hold and maintain the seal of the City and affix this seal to all appropriate documents;
 - Serve as the Chief Election Official for the City and plan and coordinate City elections;
 - Keep abreast of election laws and new procedures by attending annual seminars on Election Law presented by the Texas Secretary of State and the Texas Municipal Clerks Certification Program or equivalent;
 - Manage the publication of official notices, agendas, City website, ordinances and resolutions; seal City documents, receive bids and attend bid openings;
 - Countersign all commissions issued to municipal officers and keep a record of those commissions;
 - Prepare all notices required under any regulation or ordinance of the municipality;
 - Assist residents, customers, and callers regarding City procedures and operations.
 - Preserves and documents all adopted City Ordinances and Resolutions for codification.
 - Maintains all municipal records and contracts and is responsible for the indexing, filing and timely retrieval of requests from the City Council, City departments and the general public.
 - Acts as a custodian of all official records and practices records management per the Texas State Library and Archives Commission retention schedule.
 - Responds to open records requests and monitors responses to open records requests filled by other departments to ensure accuracy and timeliness of responses.
 - Monitors publication of all official City notices and ensures compliance with applicable laws.
 - Monitors documents and responds to telephone complaints and inquiries on City Ordinances,

City Council elections, directives of the City Council and available municipal services.

- Participates in the compilation and preparation of Mayor and Council's Honorary Certificates, Proclamations, and prepares City Council and City Manager correspondence.
- Supports the relationship between the City of Venus and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.
- Perform additional duties as assigned.

REQUIREMENTS

Education, Training and Experience Guidelines

Degree in Public Administration or related field or equivalent from two-year college or technical school;

Notary Public or ability to obtain within six months;

Texas Municipal Clerk Certification;

3 years' experience and/or training; or equivalent combination of education and experience.
OR an equivalent combination of education, training and experience.

Knowledge of:

- Use of a desk top computer in a Microsoft Windows environment (Word, Excel, PowerPoint).
- Knowledge of Robert's Rules of Order.
- Knowledge of Federal, State and City election laws and procedures.
- Principles and practices of records managements, including records retention, preservation and protection and archiving laws; and methods, materials, techniques and equipment used in the operation and maintenance of the City Secretary's Office.

Skill in:

- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

Texas Municipal Clerks Certification

A valid Texas State Driver's License

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Work is performed in a standard office environment.
- Ability to lift 25 pounds boxes and notebooks and move them to various locations.
- Visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- Subject to sitting, standing, reaching, and walking to perform the essential functions.

Send resume to cestes@cityofvenus.org