



CITY OF INGLESIDE JOB DESCRIPTION

Assistant City Secretary

Department: City Secretary
FLSA Status: Non - Exempt
Effective Date: 05/13/2020
Pay Grade: 7

POSITION SUMMARY

Assistant to the City Secretary with accurate posting, recording and documentation of official city actions; assists with legal administration of city elections; and assists with providing secretarial and administrative assistant to City Manager and City Council. Responds to Open Records Request by Public and/or Attorneys. Work is performed under minimal supervision of the City Secretary with limited latitude for the use of initiative and independent judgement.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Makes effective decisions without constant supervision
- Maintains official city records ensuring accuracy and ease of retrieval, proper storage, and appropriate disposition of schedules and actions
- Responds to Open Records Request
- Assists in preparing documentation for and records official City Council minutes, ordinances, resolutions, and other related business, and maintains official city records
- Assists in gathering information for City Council meeting agenda, appropriately posts meeting notices, ensuring that legal requirements for posting are met, and prepares meeting packets
- Assists when necessary with recording the proceedings at City Council meetings and prepares official minutes
- Assist in preparing for and conducting municipal and special elections, including necessary resolutions and ordinances, ensuring that legal requirement is met
- Assist in arranging for space for meetings of the City Council and Council- appointed entities
- When necessary, attest Mayor's signature on all official city documents, administers and records oaths of all elected and appointed city officers, and performs Notary Public services as needed
- Maintains Laserfiche (electronic archive system) to include audits, training of all departments, and destruction based on the retention schedule.
- Regularly reviews and makes recommendations as necessary for changes to policies and records retention schedules
- Assists with the processes and maintaining of Purchase Orders for City Secretary, City Manager, City Council, office inventory and equipment, including ordering of supplies and payment requests

- Maintains documentation, registration and other TML-IRP related documentation of city vehicles, property listings, and property/liability/workers' compensation files
- May counsel with individuals regarding property/liability/workers' compensation matters
- Maintains documentation and registration of city vehicles, i.e. vehicles buying, selling at auction
- Assists in drafting and revising reports and correspondence
- Authorizes city permits for solicitors, restaurants, liquor licenses, etc., inside city limits
- Communicates effectively and courteously with the public and other city employees; and relieves and backs-up other departments when needed.
- When necessary, will act in the capacity of the Acting City Secretary when the City Secretary is unavailable.
- Provides secretarial and administrative support for City Secretary
- Attends training as approved by City Secretary
- Responds to citizens' requests or questions, and/or refers calls to appropriate personnel if unable to resolve.
- Answer a multi-line telephone, directing calls to the appropriate personnel, providing information, and/or taking messages when appropriate
- Greet visitors courteously, answering inquiries, and/or direct visitors to the appropriate personnel
- Performs Notary Public services
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Minimal supervision under the direction of the City Secretary / City Manager

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – High School Graduate / GED

Experience – Moderate experience in municipal administration and record keeping including some supervisory experience, or equivalent combination of education and experience.

Required Education	High School / GED
Required Experience	Moderate Experience
Combination OK?	Yes

License or Certificate – Valid driver's license in the State of Texas.

Special Requirements

State of Texas Commission Notary Public Services

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Functions, and activities of all city departments and recordkeeping
- Records storage, retention, and disposition laws and guidelines, especially relating to municipalities.
- Operate a variety of modern office machines and word processing equipment
- Maintain accurate records of official city business
- Prepare records, reports, and correspondence neatly and professionally
- Establish and maintain effective working relationships with co-workers
- Maintain clerical records and files with precision and accuracy
- Maintain a calm attitude and accurate work habits during stressful interactions with the public both in person and over the phone
- Follow complex instructions.

Admin.	Payments, Data Entry Management
Admin.	Records Maintenance
Admin.	Insurance
Admin.	Open Meeting Preparation

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force;
- work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking and reaching with hands and arms and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly;
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound;
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities;
- Work is generally in an office environment.

Weight	10 – 50 lbs.
Environment	Quiet
Physical Activity	Varies

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date