



CITY OF INGLESIDE JOB DESCRIPTION

City Secretary

Department:	City Secretary
FLSA Status:	Exempt
Effective Date:	05/13/2020
Pay Grade:	18

POSITION SUMMARY

Performs difficult administrative work serving as City Secretary to the City, assisting the Council and City Manager, preparing, and maintaining official City records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Manager. Departmental supervision is exercised over all personnel within the division.

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

- Performs administrative and office assistance functions for the City Manager and Council members; proofreading correspondence, distributing or filing official forms; scheduling appointments; drafts minutes, proclamations, resolutions, ordinances, oaths of office, correspondence, and other documents; drafts or reviews submitted ordinances/resolutions for consideration by Council; distributes official copies as appropriate.
- Assists in recruiting and selection of department personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends new hires, transfers, promotions, suspensions, terminations, and demotions.
- Prepares Council meeting agendas and associated information packages; attends Council meetings, hearings, and workshops; prepares accurate minutes; follows up on agenda items and actions; indexes meeting minutes; ensures proper recording of meeting minutes with register of deeds office.
- Issues public notification of official activities and meetings; prepares documents for contracts, transactions, or regulatory compliance; performs contract administration duties, assisting with bid openings or the awarding of contracts.
- Serves as custodian of all official records and public documents; attests contracts and documents; prepares and maintains records and files.
- Maintains and updates the City's Charter and Municipal Code Book; works with department heads, employees, and the public to interpret ordinances and policies.
- Adheres to laws and issues of confidentiality in handling confidential and sensitive information related to closed Council sessions.
- Coordinates City record retention and destruction program; coordinates open records requests.
- Participate in the administration of municipal elections, such as preparation or distribution of ballots, appointment or training of election officers, or tabulation or certification results.

- Assists in the preparation of the City’s annual budget for the City Secretary and IT Department.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Under direction of the City Manager
- Departmental supervision exercised.

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 – Bachelor's degree with coursework in business administration, human resources, public administration, or related field

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

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

Special Requirements

Possess or able to obtain Texas Municipal Clerks Certification Program (TMCCP) certification within two years.

Membership to Local and State Municipal Clerks Association upon hire,
Commissioned as a Notary Public upon hire.

Required Education	Bachelor’s Degree in business administration, public administration, or related field.
Required Experience	Moderate Experience
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Comprehensive knowledge of the philosophies, principles, and practices of public personnel administration, including testing and selection, wage and salary, training, employee relations, benefits, insurance programs.
- Thorough knowledge of local government organization and administration.
- Thorough knowledge of the State of Texas and of local ordinances governing the responsibilities of municipal clerks.
- Thorough knowledge of the organization and functions of municipal government.
- General knowledge of standard and approved practices and procedures employed in the processing, safekeeping, and utilization of official municipal records and document.
- General knowledge of standard modern office administrative practices and procedures.
- Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken; ability to present facts and recommendations effectively orally and in writing; ability to analyze facts and prepare detailed recommendations and reports; ability to plan, supervise, and review the work of subordinates; ability to establish and maintain effective working relationships with associates, elected and appointed officials, and the general public.

Admin.	Memos, letters, and reports
Training:	open meetings

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 and occasional exertion of up to 25 pounds of force
- Work regularly requires sitting, speaking, or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires standing and walking and occasionally requires 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, operating motor vehicles or equipment and observing general surroundings and activities
- Work occasionally requires exposure to fumes or airborne particles and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Weight	10-25 lbs.
Environment	Mod. noisy
Physical Activity	Moderate

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