JOB OVERVIEW

**Job Title**  City Secretary  
**Department**  City Secretary  
**Location**  City Hall  
**Reports To**  City Administrator  
**FLSA Category**  Exempt  
**EEOC Category**  Officials and Administrators  
**Pay Group** 33  
**Pay Range**  $76,877 - $111,467

GENERAL JOB DESCRIPTION

The City Secretary is appointed by the City Administrator to plan, direct, manage, and oversee the activities and operations of the City Secretary’s Office, including serving as liaison between the City Council and the public. To coordinate, prepare, and distribute City Council agendas and council packets. Attends council meetings and prepares minutes. Prepares ordinances and resolutions. Prepares certified agendas for executive sessions and council minutes for regular sessions. Maintains records and proceedings of City Council. Posts and publishes legal and meeting notices in accordance with state laws. Oversees and responds to open records requests and manages retention and storage of city records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Provides required notice of City Council meetings and ensures that all public notice requirements are satisfied regarding Council agenda items as required by Texas Open Meetings Law.

Attends all City Council and other administrative meetings; records proceedings of official meetings; prepares and maintains City Council minutes; administers oaths to city administrators.

Following Council action, processes official documents (such as ordinances, resolutions, contracts, bonds, plats and site plans, deeds, and real estate records, etc.) to obtain necessary signatures, authentication/certification, distribution, filing, and other activities necessary to implement Council actions.

Codification of City Ordinances.

Performs duties of Records Management Officer for all city departments to include maintenance, storage, retention, and destruction through the guidelines of the Texas State Library and Archives Commission.
Assists and oversees all department records liaisons with assembly, organizing and maintaining official records and documentation.

Recommends revisions to ordinances as needed.

Assists and communicates with staff, professional business associates and the public; provides information on departmental and city policies/procedures as required.

Responds to and resolves difficult and sensitive citizen inquiries and complaints through established city practices and procedures.

Serves as election administrator, coordinates municipal elections through the county, prepares all election information for council candidates (i.e., election orders, resolutions, notices, and other pertinent documents). Coordinates with the city attorney to ensure conformance with election and government code, receives and files all campaign financial reports, coordinates Canvas of Election Results, arranges swearing in of newly elected council members and board members, updates city website with current election information and forms.

Attends and participates in professional group meetings and seminars; stays abreast of legislative updates.

Provides secretarial support to Mayor and Council members as needed.

Assists staff liaisons to various boards, commissions, and committees with the preparation of agendas, packets, and website postings.

Coordinates the annual application and appointment process for all Boards and Commissions; prepares and reviews the Boards and Commissions policy and procedures for updates.

Responsible for receiving all Public Information Requests and/or Open Records Requests for the city and responds withing the time constraints established by law; provides information on laws to staff, members of the Council, Boards and Commissions.

Prepares ordinances, resolutions, and proclamations; certifies city documents.

Receives and files claims and/or lawsuits against the city; accepts subpoenas, records, and legal documents of the city.

Establish, monitor, and enforce internal control/audit measures, including contract management.

Attend and participate in staff meetings, professional groups, and other meetings associated with court operations.

Perform all other duties as assigned.

**EDUCATION & EXPERIENCE**

High School Diploma or GED

*An equivalent combination of education and experience sufficient to successfully perform the essential functions of the job will be considered when hiring for this role.*
LICENSES & CERTIFICATES

Possession of a valid driver’s license.

Requires Notary Public registration.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

Pertinent federal, state, and local laws, codes, ordinances, and regulations.

Public Information Act; Open Records Act; Election laws and procedures; Texas State Library and Archives Commission recordkeeping standards

Municipal budget preparation and maintenance.

City policies and procedures.

Skill in:

Attention to detail in dealing with numbers, words, and ideas.

Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

Researching, analyzing, and compiling data and preparing concise documents.

Determining operational needs.

Interpreting and understanding: Local Government Code for General Law cities; Election Code; Code of Ordinances and other statutes of the State of Texas.

Effective use of business English, spelling, and appropriate grammar.

Ability to:

Communicate clearly and effectively, both orally and in writing.

Use computers and applicable software.

Provide excellent customer service to internal and external customers.

Ability to manage and direct a comprehensive city records and city election program.

Ability to identify and respond to sensitive community and organizational issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Record and distribute official minutes of City Council.
Prepare clear and concise administrative and financial reports.

Meet deadlines in a timely manner.

Be able to work some nights and/or weekends.

Travel, including overnight stays involving training and conducting city business.

Handle stressful situations.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.