



Assistant City Secretary Job Description and Qualifications

The Village of Volente is seeking qualified candidates for the position of Assistant City Secretary. The Volente offices are by the shores of Lake Travis, a scenic 6 mile drive from the intersection of 2222 and 620 or a 5 mile scenic drive from intersection of Anderson Mill and Hwy 2769. A small office in a lakeside community with an informal rural atmosphere.

All responses to this job posting must answer the following four questions:

- 1- Would you consider part time work of 25-30 hours/wk?
- 2- What hourly pay rate are you expecting for this position?
- 3- What did you like about previous office jobs you have had?
- 4- What did you not like about previous office jobs you have had?

Please respond with your resume, contact information, and responses to above questions by email to Mayor.ProTem@VolenteTexas.gov.

Village of Volente, TX

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JOB SUMMARY

Perform a variety of administrative duties in support of the City Secretary and the Mayor and provide general information and assistance to the public.

SUPERVISION

Reports to and is supervised by the City Secretary (who reports to Mayor with dotted line report to Finance Chair)

DUTIES AND RESPONSIBILITIES

Provide assistance to the City Secretary in administrative, record keeping, ordinance management, citizen response, meeting preparation and follow-up, building permit process, and compliance related duties.

The primary duties include, but are not limited to:

1. Manage, organize and process all official records of the city which may include preparing, updating, filing and maintaining a variety of correspondence and documents, including ordinances, resolutions, contracts and agreements, and recording information in various logs and records.
2. First responder to calls, visitors and mail.
3. Respond to inquiries regarding building codes and walk applicants through the permitting process and builders packet.
4. Assist with the tracking, escalation and follow through on complaints and possible code violations.
5. Assists with all functions of the City Secretary and performs such functions in the absence of the City Secretary.
6. Performs other duties as assigned by the City Secretary and the Mayor.

Secondary duties include, but are not limited to:

7. Prepare agenda for City Council, Planning and Zoning, and Board of Adjustment meetings and participate in assembling agenda packets. Publish and post notices as required.
8. Filing required information and documentation with state, county and other government agencies.
9. Take notes from various council and committee meetings and draft minutes.
10. Participate in performing a wide variety administrative duties for the City Secretary which may include assisting the Mayor and Council members.
11. Assist in the preparation and compilation of documents necessary in the administration of the annual General Election.
12. Assist in the processing of accounting transactions including bill paying, preparing and collecting invoices, recording and updating the budget, and entering basic setup information (not trx) in the Quick Books accounting system.
13. Researches law sources related to Texas municipalities, Travis county, and state law to provide information to the City Secretary, Mayor and Council.
14. Respond to requests for information from the Mayor, Council and citizens and assist in resolving citizen concerns and complaints.
15. Expand skills, knowledge and certifications to take on more responsibilities and move into higher level roles.

KNOWLEDGE DESIRED

Knowledge of the Texas Election Code, Texas Local Government Code and Texas Open Meetings Act; excellent knowledge of grammatical and technical writing rules and standards; knowledge of City Ordinances and Resolutions; Familiarity with building codes, basic knowledge related to local government administration and Type B municipalities; knowledge of municipal election laws and duties; knowledge of basic accounting principles; knowledge of computer systems including Microsoft Windows, Microsoft Office (Word, Excel, PowerPoint, Access);

knowledge of document retention and records management; knowledge of secretarial and administrative practices.

SKILLS DESIRED

Excellent oral and written communications skills including accurately recording information in precise, written form; highly skilled in computer operations using all Microsoft Office applications; skill in operating office equipment including copiers and scanners; skill in technical writing and copy editing; excellent organizational, document management and record keeping skills.

MINIMUM ABILITIES

Ability to effectively communicate orally and in writing; ability to work well with others; ability to identify what information is needed by others for effective action; ability to deal in a fair and courteous manner with a variety of individuals; ability to demonstrate consideration of others regardless of ethnicity, gender, beliefs, or personal style; able to effectively record, document and process complex information in a timely manner; ability to fulfill requests or otherwise provide services, accurate information, or assistance in a courteous and timely manner; ability to present a positive image of the city; ability to safeguard sensitive or confidential information from intentional or unintentional disclosure; ability to maintain an accurate and legible record of official city business; ability to organize and conduct an efficient and honest election in compliance with State law and local ordinances; ability to set goals and accomplish same; ability to type a minimum of 40 words per minute without errors.

EXPERIENCE REQUIRED

At least three years of administrative experience required. Public sector or legal administrative experience is preferred.

EDUCATION AND CERTIFICATIONS DESIRED

High School diploma required. Some college education is a plus.
Courses in accounting, legal assistance, and Texas Municipal law are preferred.
Desire for continued personal and professional development.

PHYSICAL DEMANDS

Mobility within an office environment that requires sitting, standing, walking, kneeling, bending, vision, reaching above shoulder level, and lifting up to 30 pounds.

WORK ENVIRONMENT

Work is performed in a small office with limited space and privacy and involves maintaining open lines of communication and frequent change of tasks and working closely with others as a part of a team. Work load can be under pressure with deadlines. Work requires tedious exacting work, multi-tasking, and frequent interruptions.

WORK SCHEDULE

Monday through Friday 25-40 hours per week. Full time hours 8:30-5:00, half hour lunch. If meetings require work at night or on weekends, then these hours can be taken off during the work week during the same pay period. Most desirable is 25 hours per week, but full time of 30-40 hours will be considered based on the requirements of the most desirable candidate(s).

COMPENSATION

Full time pay of \$15-\$19 per hour and full-time benefits per the current VOV Personnel Ordinance (2015-O-05 as of 6/1/17) which includes paid vacation, paid holidays, paid sick leave, health insurance.
Part time (<30 hours/week) pay of \$15-\$19 per hour, no paid vacation, no paid holidays, no sick pay, no health insurance.