



CITY SECRETARY JOB APPLICATION

City of West Lake Hills, Texas

Applicant Instructions

The City of West Lake Hills seeks to hire a professional, experienced City Secretary to manage the City Secretary's office. The attached Job Description explains the duties and responsibilities of the position and identifies the ideal background and experience for candidates, including the necessary hard and soft skills needed to be successful in the role.

Due to the large volume of applicants that we are expecting to receive, interested candidates must apply for the position via email. Applications delivered in person or by mail will not be accepted.

To apply, please send an email to employment@westlakehills.org with the following information:

1. A *cover letter* of at least one page explaining why you are interested in the position and pointing out any relevant experience or special qualifications that you may have;
2. An electronic copy of your *resume* in PDF (preferred) or Microsoft Word format;
3. A list of at least three *professional references* including phone number and email address for individuals who can attest to your suitability for this position and who have personal knowledge of your professional accomplishments in similar, previous roles;
4. Any other information or materials that you believe will help us evaluate your candidacy.

Email applications that do not include at least items 1, 2 and 3 on the above list will be rejected without notification.

Submission of an application is deemed consent for the City to conduct pre-employment background checks including a review of the applicant's social networking sites.

If you have questions about the job description or application process, you may email them to employment@westlakehills.org. The City of West Lake Hills is an equal employment opportunity employer.

*For more information about the City of West Lake Hills, Texas,
please visit www.westlakehills.org*



CITY SECRETARY JOB DESCRIPTION

City of West Lake Hills, Texas

September 23, 2013

The City of West Lake Hills is looking to hire a professional, experienced City Secretary to support the General Administrative Department of the City.

Duties and Responsibilities:

A. Job Summary

Responsible for the maintenance and custody of all City records and official documents; fills position of secretary to the Mayor, City Council, Board of Adjustment, and City Administrator. Responsible for carrying out the assigned clerical and administrative tasks required to support the activities of the General Administrative Department of the City. Responsibilities include daily contact with the public, organization and mature decision making. Supervises one or more employees. Employee must be bondable and a Notary Public.

B. Examples of Work Performed

1. Assists the City Administrator in the preparation of agendas and other necessary materials for City meetings; attends City Council and Board of Adjustment meetings; serves as the recorder and prepares official minutes; maintains the minutes of City Council and Board of Adjustment meetings in the official records.
2. Assists general public with information concerning applications for licenses, permits, issuance of various documents, fees required, or furnishes other required information with regard to City policies, procedures, ordinances and applicable laws.
3. Maintains and is responsible for active and archival City files and official documents to include ordinances, resolutions, contracts and agreements, statistical info, individual property owner folders, zoning changes, variances, subdivision plats and building plans. The City Secretary serves as designated Records Management Officer of the City.
4. Assists the Public Information Officer (City Administrator) with open records requests.
5. Acts as second co-signer for City disbursements on all payroll and accounts payable checks. Reviews outgoing and incoming funds in the Cash Journal to the proper accounts.
6. Assists the City Administrator and Finance Officer in the management of City checking, escrow, debt service, money market, and investment accounts for the general revenue and other funds; authorizes the transfer of funds between checking and money market or investment accounts in the absence of the City Administrator; review posts and balances

to outgoing and incoming funds in the Cash Journal to the proper accounts. Assists in carrying out Cash Management Policy.

7. Directs Permits and License/ZAPCO Secretary and City Planner in their assigned duties in conjunction with the City Administrator.
8. Acts as Human Resource Coordinator and assists all departments with hiring of new employees and maintains personnel records for all department employees. Assists City Administrator with employee benefit programs.
9. Plans and oversees the coordination of General and Special Elections with Travis County.
10. Reviews incoming mail, schedules appointments and otherwise relieves the Mayor, City Council, City Administrator of administrative detail.
11. Prepares executive correspondence for the Administrative office.
12. Handles all contract maintenance matters for the Administrative offices and Municipal Court on telephones, computer network, copy machines, and other office equipment.
13. Performs many varied tasks as assigned by the City Administrator.

C. Background, Experience, and Education

Graduation from a standard senior high school and college degree highly desirable or its equivalent including or supplemented by courses in typing and related business training. Should have considerable experience in municipal government, supervision of employees, clerical and computer network skills. Certified City Secretary under State of Texas standards is highly desirable.

D. Hard Skills

1. Requires three years knowledge of business English, arithmetic, and other office practices. Requires three years in municipal government gained through a significant combination of education and experience. Ability to organize and set priorities. Establish and maintain effective working relations with other employees and City officials. Establish a congenial relationship with the general public. Type accurately and have skill in operation of a computer with a minimum speed of 65 wpm on a five-minute test. Ability to understand and follow complex instructions. Perform difficult clerical and typing assignments. Capable of operating a computer, understanding computer programming and associated networking capabilities.
2. Requires the skills necessary to effectively communicate verbally and in writing with the general public as well as City Staff, Boards, and Commissions while discussing, explaining and interpreting standards and codes. Drafting memos, writing letters, crafting public notices, and organizing extensive files is crucial.
3. Requires technological and computer-literacy with proficiency in the Microsoft Office Suite of applications and familiarity with Incode/Invision software.

4. Must be able to sit or stand for long periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
5. Must possess general manual dexterity to proficiently operate computer and other office machines (including but not limited to laptop, calculator, copier, credit card machine, and fax machine), perform filing or other office functions, and reach items with hands or arms.
6. Must be able to use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.

E. Soft Skills

1. Must have the ability to interact with the public, property owners, department staff, and other City departments in a positive, firm, and productive manner.
2. Must have strong written and verbal communication skills.
3. Must have the ability to work under pressure and to juggle multiple projects simultaneously while managing competing deadlines.
4. Must have the ability to resolve conflicts between various parties in a professional and respectful manner.
5. Must have knowledge of typical administrative practices and processes associated with local government offices or functions, or ability to acquire and put such knowledge into practice.
6. Must have excellent organizational skills.
7. Must have disposition to handle stressful, confrontational situations with tact and poise.
8. Must be comfortable working in service to others in customer-focused environment.

F. Details

This is a full-time, ongoing employment position. A typical work week is 40-50 hours. Work is performed under the immediate supervision of the City Administrator. This position requires significant technical and professional expertise, as well as a positive, friendly demeanor and remarkable customer service skills.

G. Compensation and Benefits

This is a managerial, exempt, salaried position. Salary will depend on qualifications and will be competitive for the Austin area. Benefits include: Employer-paid medical, dental, vision, and life insurance; Texas Municipal Retirement System retirement plan; and paid vacation, sick, and holiday leave. This is an at-will position without a definite duration or term of office.

H. Other

The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Secretary at (512) 327-3628.

The City of West Lake Hills is an Equal Opportunity Employer.