GENERAL DESCRIPTION

Under general direction of the City Secretary, the Deputy City Secretary assists the City Secretary in the administration and management of the City Secretary’s Office. This position performs in an official capacity in the absence of the City Secretary. Responsible for providing complex and confidential administrative support to the Mayor, City Council, City Manager, Assistant City Managers, and the City Secretary. Assists in the administration of Elections, records management, boards and commissions, open records, and permits.

SUPERVISION EXERCISED

May exercise supervision over clerical staff as assigned or in the absence of the City Secretary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Provides executive staff assistance to the City Council; prepares and presents staff reports and other necessary correspondence. Answers calls and assists the public, and employees providing information on departmental and city policies and procedures. Responds to and resolves difficult and sensitive citizen inquiries and complaints through established City practices and procedures.

2. Manages, facilitates, and handles all technical support for Agenda Management Software for agenda and agenda packet materials for City Council and other meetings. Assists with the preparation and development of agenda packets. Posts agendas for various boards. Oversees a calendar of meetings including City Council, boards, and commissions on the city’s website. Attends City Council meetings and records official proceedings; prepares and preserves accurate minutes and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings for Council.
3. Provides official notification to the public regarding public hearings including legal advertising of notices. Publishes, indexes and files ordinances and resolutions. Manages electronic copies of the City of Abilene Charter, Code of Ordinances, and Land Development Code. Maintains custody of official records and archives of the City including ordinances, resolutions, contracts, judgments, agreements, surety bonds, deeds, insurance, and minutes; certifies copies as required.

4. Assists with public information requests or Open Records Requests for the City of Abilene. Provides information on Open Meeting requirements and compliance to city staff as well as members of the City Council, boards, and commissions.

5. Assists with receiving and filing of claims and/or lawsuits against the City; accepts subpoenas; records legal documents of the City, including receiving and processing of formal petitions relating to initiatives, referendums, or recalls; examines and certifies results; receives and processes petitions relating to matters pertaining to the City.

6. Receives applications for elected office and verifies all required fields are fully completed. Files Statements of Elected Officials and assists board members in filing statements of appropriate offices. Assists with the preparation of election information for council candidates, election orders, resolutions, notices, and other pertinent documents; coordinates with the City Legal department to ensure conformance with election requirements.

7. If appointed, may participate on a variety of boards and commissions; attend professional group meetings; stays abreast of new trends and innovations in the field of municipal government.

8. Prepares proclamations and arranges for official appearances of the Mayor or designated city representative at local and regional community events.

9. Coordinates City Secretary's Office activities with other City departments and outside agencies and organizations.

10. Manages the development and implementation of City Secretary's Office goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service, and staffing levels; allocate resources accordingly.

11. In the context of the City Secretary’s Office, continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support
systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

12. Participates in the development and administration of the City Secretary's Office budget; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies, directs the monitoring and approval of expenditures through the administrative practices and procedures of the City; participates in the preparation of and implements budgetary adjustments as necessary.

13. In the absence or unavailability of the City Secretary, maintains custody of the City Seal; administers and files oaths of office and oaths of allegiance; attests city contracts, ordinances, and resolutions; certifies and executes official City documents, and coordinates municipal elections through the County.

OTHER JOB RELATED DUTIES

Perform other job related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State and local laws, codes and regulations related to the areas of responsibility as outlined in the Important and Essential Duties.

Public Information Open Records Act; election laws and procedures; Local Government Records Act, and political reform requirements.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles and methods of recordkeeping and report writing. Office procedures, methods, and computer equipment.

All City department activities, maintained records. Principles and practices of records management.
**Skill to:**

Interpret and understand the Election Code, Local Government Code, Government Code and other statues of the State of Texas.

Interpret and understand the City Charter and City Council Rules of Procedure.

Effectively use business English, spelling, and appropriate grammar. Work with new technology.

**Ability to:**

Meet deadlines in a timely manner.

Provide information and organize material including records retention/destruction in compliance with laws, regulations and policies.

Identify and respond to community and City Council issues, concerns, and needs.

Interpret and explain local and state laws and regulations.

Develop, implement and administer goals, and objectives for providing effective and efficient City Secretary's Office services.

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

Research, analyze and evaluate new service delivery methods, procedures and techniques. Communicate clearly and concisely, both orally and in writing.

Work an ever changing work schedule by arriving early, working late and possible weekends as needed in order to meet responsibilities and deadlines.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public and media representatives.

Follow and embrace the City of Abilene Core Values – Respect, Integrity, Service Above Self, and Excellence in All We Do.
**Experience and Training Guidelines:**

Any combination equivalent to experience and training to provide the required knowledge, skills, and abilities may be qualifying. Knowledge, skills, and abilities may be obtained through:

**Experience:**

Five (5) years of increasingly responsible complex clerical experience in a City Secretary's office is preferred. Two (2) years of executive or administrative level responsibility is required.

Two (2) years of experience as Records Management Officer or five (5) years of experience under the supervision of a Records Management Officer is preferred.

**Education/Training:**

A high school diploma or GED is required.

A Bachelor’s degree from an accredited college or university with major course work in public administration, business administration, records management, or a related field is preferred.

Texas Municipal Court Clerk (TMCC) training program, which includes:
- Public Management and Administration
- Understanding the City and Local Government Law
- Context of Local Government Finance, Revenue Sources, the Local Budget, Budget Cycle, Public Funds Investment, and Ethics
- Motivation, Public Relations, Supervision, Election Laws.

Public Information and Open Meetings Act training is required.

**License or Certificate:**

Texas Registered Municipal Clerks Certification; or

Ability to complete and received certification in this program within three (3) years is required, if no certification exists:
- All homework and testing must be completed, with passing grade, within 2 years of hire date
- Full certification as TRMC within 3 years of hire date

Notary Public is required.

A valid Texas driver’s license, the ability to obtain one within ten (10) days of employment, or a military waiver is required.

**Special Requirements:**

Essential duties require the following physical skills and work environment:

Ability to travel to different sites.

With or without accommodation, ability to lift up to 50 pounds.
City of Abilene Core Values

Respect
- Demonstrating through our actions that we hold ourselves and our citizens in high enough regard to do what we say we will do, in the timeframe we commit to.
- Recognizing that everyone has dignity and deserves helpful, courteous, and prompt attention.
- Consistently doing what is necessary, expected, and required, and when able to do so, exceeding expectations.

Integrity
- Possessing an unwavering commitment to doing the right things right.
- Consistently adhering to high professional and ethical standards.
- Keeping commitments to our citizens, co-workers, and others.

Service Above Self
- Being open and approachable to council members, citizens, and our fellow employees at all times.
- Treating our customers like we would like to be treated.
- Fostering a servant’s heart in ourselves and each other by conscientiously doing what is best for the community in all cases.
- Passionately committed to serving others.
- Helping to make our citizens’ lives better.
- Finding ways to say yes.

Excellence in All We Do
- Delivering on promises made, taking personal responsibility for achieving community-minded goals.
- Leading by example, recognizing the importance of working together to meet everyone’s needs, treating everyone with courtesy, dignity, and respect.
- Sharing resources and information freely.
- Communicating regularly and honestly with council members, citizens, and employees.
- Having a can-do attitude.
**DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SDE
3. SDE
4. SDE
5. OOE
6. MYE
7. OON
8. SDE
9. SOW
10. MOE
11. SDE
12. OYE
13. SDE

**Codes**

<table>
<thead>
<tr>
<th>First Letter</th>
<th>Second Letter</th>
<th>Third Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME SPENT</td>
<td>FREQUENCY</td>
<td>SUPERVISOR REVIEW</td>
</tr>
<tr>
<td>S</td>
<td>D = Daily</td>
<td>E = Essential - Major focus of job/position</td>
</tr>
<tr>
<td>M</td>
<td>W = Weekly</td>
<td>N = Non-essential - Minor (can be easily assigned to another position)</td>
</tr>
<tr>
<td>O</td>
<td>M = Monthly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>O = Occasional</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y = Yearly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A = Annually</td>
<td></td>
</tr>
</tbody>
</table>