POSITION TITLE: City Secretary

<table>
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<tr>
<th>Department: City Secretary Dept</th>
<th>FLSA: Exempt</th>
<th>Hire Pay: Negotiable</th>
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<td>Supervisor: City Council</td>
<td>Classification: 27</td>
<td>Benefits: Full Benefits Package</td>
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JOB SUMMARY: The City Council designates an individual who shall be an officer of the city who shall be recommended by the City Manager to serve as City Secretary. Serves as director of the City Secretary’s Department; the City Secretary’s office is primarily responsible for the recording of minutes for City Council meetings and other City boards and commissions; administers the City’s records management program; organizes, administers and oversees City elections; issues vital records and other permits as required by City ordinances; and performs other related duties as assigned by the City Manager.

ESSENTIAL JOB FUNCTIONS: Administers all City elections, assuring all laws are complied with, integrity of the election is maintained, and tallies are accurate. Including absentee and early voting.

- Administers the records management program for the city; including appropriate control over the maintenance, protection, retention and disposition of a variety of records in accordance with legal and various municipal code and state law requirements.

- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring city certification.

- Files ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code; publishes all City ordinances as required.

- Provides support services to the City Council; maintains status of board appointments and notifies council of appointments as needed. Administers oaths of office to public officials, files documentation with the Secretary of State’s Office.

- Responds to requests made by the City Manager affecting the daily business operations of the City.

- Provides information to the Mayor and City Council as requested; makes presentations to supervisors, boards, commissions, civic groups and the general public.

- Trains and assists City departments in the application of the City Secretary’s record management policies, procedures and techniques, including correspondence control, microfilming, storage, retrieval, and disposition of records.

- Establishes methods and procedures for retrieval of records and information stored; arranges for destruction of obsolete records.

- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures of the department; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
Determines work procedures, prepares work schedules, expedites workflow; studies and standardizes procedures to improve customer service, and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.

Maintains harmony among workers; assists subordinates in performing duties; adjusts errors and complaints.

Attends regular and special city council meetings; performs an accurate recording of the proceedings, prepares the minutes using proper methods and terminology, records, indexes and files for public record; distributes information as requested.

Certifies and posts meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

Administers the issuance of various municipal licenses in accordance with applicable city ordinances and regulations.

Receives, processes and responds to citizen’s request for public information.

Directs and administers the recording of Birth Certificates and Death Certificates for the City.

Attends seminars and workshops related to City Secretary’s duties and responsibilities.

Assists in the preparation of ordinances and resolutions as directed.

Accepts claims for damages and other legal papers served on the City.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative supervision from the City Council. Position performs supervisory responsibility for regular and temporary personnel of the City Secretary’s Department; manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

WORKING CONDITIONS: The principle duties of this position are performed in an office environment. Must have physical ability appropriate to the performance of assigned duties and responsibilities that may include sitting for extended periods of time; lifting record storage boxes and operating assigned office equipment.

ALCOHOL AND DRUG TESTING POLICY: This position may be subject to the City of Del Rio’s Alcohol and Drug Testing Policy which includes: Pre-employment testing, Post-Accident Testing, Random Testing, Reasonable Suspicion Testing, Return to Duty Testing, and Follow-Up Testing.

MINIMUM QUALIFICATIONS:

Education and Experience:
1. Bachelor’s Degree from an accredited college or university, preferably with Business Management, Records Management, Public Administration, or a closely related field.
2. Five (5) years of increasingly responsible professional experience in complex administrative office preferably with a municipality, county or government agency.
3. Or, equivalent combination of education and experience which provides the required knowledge, skills and abilities.
**Knowledge, Skills and Abilities:**

- Working knowledge of public administration;
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Ability to accurately record and maintain records;
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments, officials and the public.
- Ability to supervise and train clerical workers and assigned staff.
- Ability to take Council and other Board meeting minutes and summarize actions.
- Skilled in Microsoft Word, Excel and PowerPoint.
- Ability to read and comprehend legal documents.
- Skilled leader, must complete work without constant supervision.

**Other:**

(A) Must be bondable;
(B) Valid State Driver’s License;
(C) Notary Public Certification within six months;
(D) Registered City voter within City limits.
(E) Certification as a Texas Registered Municipal Clerk; or ability to obtain certification within six (6) months of hire date.

Deadline: OPEN UNTIL FILLED

www.cityofdelrio.com

THE CITY OF DEL RIO IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER