Submit resume and application by one of the following:
Email to City Administrator; fax to 210-651-9638; or mail or hand deliver to:
9400 Municipal Parkway, Garden Ridge, Texas 78266

CITY OF GARDEN RIDGE
JOB DESCRIPTION: CITY SECRETARY

The City Secretary position is a highly responsible and complex position requiring professionalism, effective and efficient service and assistance to the general public, elected and appointed officials and city staff. This is a fulltime exempt position.

DUTIES/RESPONSIBILITIES:

The City Secretary performs the following duties and all duties as prescribed by Local Government Code Chapter 22.073:

- Attends all meetings of the City Council
- Prepares and keeps accurate minutes of the proceedings of the City Council
- Posts all agendas for the City Council and all commissions/boards of the City
- Engrosses and enrolls all laws, resolutions and ordinances approved by the City Council
- Keeps the corporate seal and attests to all official documents of the city
- Serves as the Records Management Officer of the city and maintains all records in accordance with records retention requirements as adopted by the city and insures the city’s compliance with state records retention requirements
- Receives and processes all requests for public information (open records requests) in accordance with the Public Information Act to include gathering of requested information
- Maintains all files of the city
- Publishes all legal notices as required by law
- Maintains city website with current and factual information
- Maintains current and factual information on social media as approved by City Council
- Prepares the Grapevine (City’s newsletter)
- Coordinates and monitors the city’s communication efforts and timely dissemination of information to educate the public about city programs, services and issues
- Coordinates and administers all elections for the city
- Serves as Early Voting Clerk in all city elections
- Prepares and distributes meeting information packets for City Council and for all City commissions/boards
- Attends meetings of various city commissions/boards as assigned
• Prepares and maintains accurate minutes of various city commissions/boards as assigned
• Receives and reviews all variance, rezoning, special use certificates and platting requests for completeness and forwarding onto the Planning and Zoning Commission and City Administrator
• Serves as backup to the Finance position for the municipality
• Serves as backup to the Human Resources position for the municipality
• Supervises Assistant City Secretary, Municipal Court Clerk, Utility Billing Clerk and Administrative Assistant
• Assists the Municipal Court Clerk, Utility Billing Clerk, Assistant City Secretary and Administrative Assistant when necessary
• Assists other City Departments as necessary
• Provides administrative support to the Mayor as necessary
• Provides administrative support to the City Administrator as necessary
• Assists members of the City Council, Commissions, staff and citizens with their questions/ concerns/complaints related to city services
• Performs other duties and projects as directed by the Mayor or City Administrator

QUALIFICATIONS/SKILLS/ABILITIES

• Possesses excellent knowledge of grammatical and technical writing skills
• Possesses excellent oral and written communication skills
• Possesses skills to research various statutes and codes
• Possesses knowledge related to the functions and administration of local governments
• Possesses the ability to identify what information is needed for effective action
• Possesses the ability to work with a wide variety of individuals in a fair and courteous manner
• Possesses ability to record, document and process complex information in an accurate and timely manner
• Possesses ability to keep sensitive and/or confidential information secure from disclosure
• Possesses ability to maintain accurate, legible and concise records of official city business
• Possesses strong organizational skills to include record keeping
• Possesses ability to set and meet goals
• Possesses the ability to work well with other city employees
• Possesses knowledge of computer systems and highly skilled in computer operations
• Possesses ability to work with various applications of Microsoft Windows, Microsoft Office, Word, Excel, PowerPoint, Adobe, Publisher and Incode
• Possesses knowledge of and ability to utilize various social media applications
• Possesses knowledge of basic governmental accounting principles
• Possesses ability to operate office equipment including calculators, copier, scanners, fax machines, typewriters
• Possesses ability to fulfill requests, provide services, accurate information or assistance in a courteous and timely manner

EDUCATION/EXPERIENCE

• High school graduate or GED - required
• Minimum of three (3) years of experience as a City Secretary or minimum of five (5) years of progressive experience in municipal government – required
• Current valid Texas Driver’s license - required
• Notary Public within six months of employment - required
• Bachelor’s degree in Public Administration, Business Administration or related field – preferred
• Obtain certification as a Texas Registered Municipal Clerk within 3 years of employment – required
• Current certification as a Texas Registered Municipal Clerk - preferred

ESSENTIAL JOB FUNCTIONS

• Ability to read, analyze, and interpret reports and documents
• Ability to respond effectively both orally and in writing to inquiries or complaints
• Ability to effectively articulate information to management and/or citizens
• Ability to exercise reasonable and sound judgment
• Ability to take minutes handwritten, electronically or shorthand
• Ability to use basic mathematics
• Ability to define problems, collect data, establish facts and draw valid conclusions
• Must be able to travel overnight for up to three days at a time (training, seminars, educational purposes)
• Must be able to sit for an extended period of time
• Must be able to stand for an extended period of time
• Must be able to work nights and evenings on an average of 6-8 times per month
• Must be able to work an occasional non-regular workday (weekend or holidays) as necessary
• Must be able to work as needed to assist with city’s needs when emergency management procedures are activated
• Must be able to lift 25 pounds