ASSISTANT TO CITY COUNCIL
City of Garland, TX

Summary
Responsible for providing administrative support for the City Secretary’s Office and the City Council. Also, responsible for serving as the City Secretary in the absence of the City Secretary.

Essential Duties and Responsibilities include the following. Other duties may be assigned.
1. Respond to complex customer inquiries through answering telephone calls, e-mails or face-to-face communication and direct calls and inquiries to appropriate personnel.
2. Coordinate and manage City-wide records management policy, record retention centers, and record destruction for all City departments.
3. Coordinate and attend City Council meetings.
4. Organize and record official documents passed by the City Council.
5. Coordinate the activities for City Boards and Commissions. Assist City Staff Liaisons with preparation and posting of meetings, notices, agendas and minutes, assuring full compliance with Texas Open Meetings Act.
7. Assist with the preparation of correspondence, memos, reports, and other related documents and forms for Council Work sessions and Regular Meeting agendas.
8. Copy, code, and route all P-Card expenditures assigned to the department. Reconcile monthly P-Card statements for staff approval.
9. Implement plans and schedules to determine appropriate focus on objectives needing emphasis.
10. Troubleshoot and resolve departmental issues to ensure support services meet goals.

Minimum Qualifications
- Four-year college degree
- 4 years of related experience
- Texas Registered Municipal Clerk certification or ability to obtain within 4 years of hire
Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Preferred Qualifications
Education/ Experience:
- Bachelor’s degree in Public or Business Administration
- 4 - 6 years experience in progressively responsible administrative role
- 2 years experience as Deputy City Secretary
- Experience with AgendaQuick software

Knowledge, Skills & Abilities
- Comprehensive knowledge of federal, state and city laws or ordinances
- Comprehensive knowledge of administrative rules and regulations governing records management, archives administration, open meetings, and public access to information
- Skill in Microsoft Office (including Word, Excel and Outlook)
- Skill using imaging software
- Skill using website maintaining and building software
- Ability to communicate effectively and professionally orally and in writing
Licenses and Certifications
- Valid Class C Texas driver's license
- Texas Registered Municipal Clerk certification or ability to obtain within 4 years of hire
- Notary Commission certification

Physical Requirements / Work Environment
The incumbent works in a typical office environment; relatively free from unpleasant environmental conditions or hazards.

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