CITY OF HUNTSVILLE

Job Title: City Secretary

Exempt: Yes Hiring Range: $ 55,000 - $ 70,000
Reports To: Mayor/City Council
Department: Charter Officer

GENERAL PURPOSE
This position is appointed by the City Council as nominated by the Mayor, and the incumbent holds responsibilities as outlined by the City Charter. The City Secretary reports to the City Council and is responsible for planning, managing and directing the City Secretary’s office in accordance with the Charter, state law and Council direction. The job knowledge and skills for the position require a broad knowledge of state law governing open meetings and public information, municipal laws, policies and procedures related to municipal elections, records management and City codes and ordinances. The City Secretary is required to attend City Council meetings and other board meetings, as necessary, and to participate as part of the City’s leadership team and emergency operations team; manages the City's media relations.

DUTIES AND RESPONSIBILITIES
The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Manage and coordinate City Secretary’s office operations. Responsible for City activities being in compliance with Federal, State, City policies, ordinances, and practices. Perform a variety of administrative duties in support of the division’s operations and goals.
- Ensures the efficient preparation, processing, maintenance, and validation of the accuracy of official records and documents required by federal, state, and local regulatory agencies, including codification of the City’s Code of Ordinances by serving as custodian of official City records, including resolutions, ordinances, deeds, easements, contracts, agreements, code of ordinances; ensuring the maintenance, filing and safekeeping of all official municipal documents; receiving, reviewing, and certifying the accuracy of petitions and official City documents; countersigning official documents; and administering oaths of office. Develops and communicates short- and long-term goals for the department.
- Prepares for, attends, and ensures accurate documentation to record the proceedings of City Council meetings by: preparing and posting City Council meeting agendas; coordinating agenda items with City staff; attending all City Council meetings; preparing and maintaining City Council minutes, ordinances, and resolutions; and signing/sealing documents as approved. Locates, corrects and troubleshoots problems.
- Directs and coordinates municipal elections by ensuring the election processes are in compliance with applicable laws and City ordinances; preparing candidates kit; signing up candidates; providing accurate notices of elections; hiring and training clerks; preparing ballots; ordering supplies; monitoring activities prior to and during elections; administering early voting processes, canvassing election; and certifying the accuracy of election results.
- Provides administrative services to the City Council and the City Manager by: preparing and administering the budgets for City Secretary and City Council departments; maintaining current roster for Boards and Commissions and notifying Mayor of term expirations; coordinating appointments; and serving as a member of the City management team.
- Manages City’s media relations, community relations, publications, and education programs, by: acting as principal City spokesperson with media representatives; manages and directs all media responses; responding to inquiries from the public; monitoring and assessing relevant news coverage, prepares responses and follow-up when necessary; assisting in arranging interactions with the press; fostering good public/media relations by notifying the media of newsworthy events, providing pertinent information in a timely manner; assisting with the

Revised 12/17/18
development and dissemination of public information and video products, for example, press releases, ads, annual reports, fliers, special information programs, etc.,

REQUISITE QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

- Bachelor’s degree or equivalent of education and experience.
- Five (5) years of increasingly responsible municipal, administrative-related experience, of which two (2) of those years were in an office of a City Secretary/Clerk.
- Two (2) years of supervisory experience.
- Texas Registered Municipal Clerks Certification preferred, or the ability to obtain within thirty-six (36) months.
- Knowledge of federal, state, and municipal law and procedures.
- Three (3) years of public relations or media experience.
- Excellent written and verbal communication skills, and proficiency in programs associated with Microsoft Office.
- Ability to maintain confidentiality.
- Valid Texas Class C Driver’s license with an acceptable driving record.

READING SKILLS
- Federal, state, and municipal laws and procedures, election laws and procedures, City contracts, correspondence and other paperwork.

WRITING SKILLS
- Create/compile minutes of City Council meetings, prepares agendas, reports, and other related documents, and a variety of general correspondence.
- Confident and proficient speech writing and copywriting/copyediting.

MATHEMATICAL SKILLS
- Ability to work accurately with numbers including checking totals and account codes and receipt numbers.
- Ability to perform basic math skills and computations.

REASONING ABILITY
- Strong organizational skills necessary for prioritizing work.
- Ability to follow procedures for processing important paperwork for the City Council and the City Manager.
- Attention to detail and ability to work under pressure of deadlines.
- Making discretionary decisions.

MANAGERIAL
- Supervises the activities of the Deputy City Secretary and any additional staff or interns in the office of the City Secretary.
- Schedules and coordinates Council meetings. Coordinates interviews with consultants and City Council.
- Manages the conduct of elections.

PHYSICAL AND WORK ENVIRONMENT
The physical and work environment described is representative of those requirements that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. Working weekends, holidays, and evenings may be required. This position is also required to work immediately before, during, and/or immediately after an emergency or disaster.

Physical Environment
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• The duties of this job may include physical activities such as stooping, kneeling, crouching, standing, walking, lifting, grasping, feeling, talking, hearing/listening, seeing/observing, bending/twisting, and performing repetitive motions and tasks.
• The duties of this job require lifting of heavy objects weighing up to approximately 25 lbs.
• Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.

Work Environment
The work environment may include some or all of the following:
• Work is typically performed in an inside environment.
• Repetitive activities (performance of the same physically or mentally demanding activity).
• May work with time pressures (frequent “rush” jobs, urgent deadlines, etc.)
• May work with distractions (telephone calls, distractions, disturbances, reprioritization, etc.)