Assistant to the City Secretary

**Department:** Legislative and Judicial Services

**Division:** Public Information

**Job Type:** Full-time

**FLSA Status:** Non-exempt

**Salary/Pay Rate:** $19.08/hr.

**Job Number:** 03-18-24

**Position Summary**

This position assists with a variety of functions related to the Public Services Department, including administrative and analytical support to the City Secretary relative to Legislative and Judicial Services and manages coverage and communication to the City Hall reception/customer service desk.

**Essential Job Functions**

Performs research and support on Legislative, Judicial, and citywide issues and provides recommendation for successful project implementation. Maintains level of training adequate to assist, as necessary, in the daily operations of legislative and judicial services. Must obtain Texas registered Municipal Clerk Training within five years of registration in the program, as allowed by adopted budget.

Drafts staff reports, special project reports, memorandums, letters, ordinances, and resolutions.

Responsible for submitting notices for public hearings before the city council to the newspaper for publication. Maintains knowledge of legal requirements for public hearings, notifications, and publications.

Compiles data and prepares a boards and commissions workbook for city council annual appointments. Prepares a boards and commissions handbook and monitors the listing of boards and commissions members on the city website for necessary changes. Responsible for coordinating and organizing the annual Boards and Commissions Banquet.

Monitors the city website to ensure accurate and current information posting for department.

Receives telephone calls and visitors for the mayor's office and city secretary's division; ascertains nature of business, investigates, resolves, and reports on citizen complaints concerning services.
Receives and processes Alcoholic Beverage permits. Maintains knowledge of state and local legal requirements for issuances of Alcoholic Beverage permits. Receives and processes all other licenses and permits issued through the City Secretary's Office including Taxi Cab Services and Licenses and Solicitors Permits.

Coordinates coverage and flow of communication necessary for exceptional customer services from City Hall reception/customer service desk.
Assists in the preparation and monitoring of the department's annual operating budget.

Inputs accounts payable invoices into financial system and monitors bills paid for the legislative and public information divisions. Responsible for inventory and ordering office supplies for department.

Opens, date stamps, and distributes mail for the mayor, city council, and city secretary's office. Gathers city council mail for delivery each week.

Monitors minutes of advisory boards to city council agenda for review and appropriate placement on city's website and permanent records.

Performs all other related duties as assigned.

**Skills, Knowledge and Abilities**

Ability to work as a positive team member and in accordance with the city’s Code of Ideals.

Skills in effective oral and written communication, budgeting, and long-range planning.

Ability to perform research, develop acceptable solutions, and prepare written reports and recommendations.

Good judgment and knowledge of office routine, procedures, and policies related to the office to the City Secretary.

Ability to work independently and carry out assignments to completion with minimum instructions and supervision.

Skills in typing 50 correct words per minute (skills test may be given).

Ability to operate and care for standard office equipment such as copy and fax machine, calculator, multi-line telephone and personal computer including standard software such as MS Word and Excel and standard email system with proficiency in electronic file management.

Ability to learn and follow practices and procedures used in the Public Services Department.

Excellent customer service skills with the ability to communicate courteously and effectively with coworkers, elected officials, and the public in person, by telephone, and in writing.
Ability to stand or sit for extended periods of time to operate standard office equipment, including computer keyboard and monitor, telephone, copier, and fax machine.

Ability to move records storage boxes weighing up to 25 pounds onto 7-8 foot shelving. Ability to reach above head and bend down to file at various heights. Ability to endure changes in temperature and exposure to dust.

Minimum Education, Certification, and Experience Requirements

Bachelor's degree or equivalent experience, public contact experience, and a valid State of Texas driver's license with a good driving record required. Texas Registered Municipal Clerk (TRMC) certification and municipal government preferred.

To Apply: Visit Hursttx.gov/open positions, click on Assistant to the City Secretary position.

Applications accepted until the position is filled.

City of Hurst is an Equal Opportunity Employer.