JOB CLASSIFICATION: City Secretary
DEPARTMENT: City Secretary Office

JOB DESCRIPTION:

The City Secretary serves as an officer of the City, and is appointed by the City Manager. The City Secretary is responsible for the executive leadership, direction and management for the City Secretary’s Office and for providing leadership and direction in the areas of administrative support of the Mayor and Council to include the documentation, publication and preservation of all official City records, including minutes, ordinances, resolutions, contracts, deeds, easements and historical data, vital statistics, administration of City elections, administrative support and records retention. This position is designated as the City Records Management Officer and the Local Registrar of Vital Statistics.

EXAMPLES OF WORK TO BE PERFORMED:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other employees within the department.

The list of work to be performed, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. These tasks may also be performed by other employees within the department.

- Administer, coordinate and supervise all City general elections; prepare the City’s election calendar and related ordinances and resolutions; create packets for election candidates; obtain election supplies; coordinate city election with the Tarrant, Johnson and Ellis County election administrators, maintain candidate filings; post-election notices as required by law; coordinate with local entities for the efficient operation of elections, serves as Early Voting Election Clerk.
- Oversee the administration of the open records program to ensure requests are in accordance with the Texas Public Information Act and provide timely and accurate information to internal and external customers.
- Attend all meetings of the City Council and develop official minutes of the proceedings.
• Administer and direct the preparation and posting of City Council agendas and notices, to include the assembly and distribution of meeting agenda packets and posting all notices of City Council meetings in accordance with the Texas Open Meetings Act.

• Serve as Records Management Officer; oversee the administration of the City’s records management program to include records retention, retrieval and destruction, maintaining records retention policies and procedures, as well as conducting records management training to City staff to ensure that all records are maintained in compliance with rules, regulations, and laws governing procedures for recording and maintaining official City records.

• Maintains and supervise the codification, supplement, and distribution of the City Code of Ordinances.

• Administer and oversee the maintenance of official City records by serving as the official custodian of records, ensuring the preservation of original documentation to include but not limited to all agendas, minutes, ordinances, resolutions, contracts, deeds, easements, city properties, and other legal documents.

• Coordinate with City departments to issue bid number, advertisement date, and bid opening date as required by law; obtain copies of specifications and mailing list; attend and record all bid openings for the City; maintain permanent bid files.

• Serve as Local Registrar for vital statistics for the City of Mansfield birth and death records.

• Administer and oversee the preparation and advertisement of enacted ordinances.

• Oversees the administration of the issuance of Texas Alcoholic Beverage Commission applications for restaurants and off-premise beer and wine sales; maintain the database.

• Receive, verify and certify petitions in accordance with rules and regulations prescribed by state and charter; perform necessary disposition; maintain permanent files.

• Administer and direct the preparation of exempt City vehicle license plates and titles for new and seized vehicles and equipment; license plate renewals; inventory records.

• Coordinate and maintain the flow of information covering Council appointed Boards and Commission members, coordinates application and appointment procedures; maintain the City Boards and Commission applications.

• Serves as contact representative, coordinates calendars, and correspondence and manages the email account for Mayor and City Council.

• Administers Oaths of Office.

• Perform duties as a certified Notary Public for city documents.

• Develop and administer the budget of the City Secretary’s Office.

• Direct and manage department staff including hiring, training, disciplining, coordinating, prioritizing and reviewing work.

• Prepare and maintains, receives applications, reports, and reimbursements for Hotel Occupancy tax funds.

• Ensure compliance with legislation affecting local elected and appointed officials, to include management team members.

• Arrange and attend all council sub-committee meetings and record notes of proceedings.

• Assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.
REQUIRED KNOWLEDGE SKILLS AND ABILITIES:
- Bachelor’s degree in Business Administration, Public Administration, Records Management or similar field and five (5) years municipal administrative experience, two (2) years of which are in a managerial or supervisory role; or equivalent combination of education and experience.
- Possession of the Texas Municipal Clerks Certification Program with ability to acquire certification or attend classes offered through the Texas Municipal Clerks Certification Program.
- Must possess valid State of Texas driver’s license.
- Possess or obtain Notary Public Certification from the State of Texas within one year from date of hire.
- Extensive knowledge of the Texas Public Information Act, Texas Open Meetings Act, and Texas Election Laws, Texas Local Government Code, Texas Municipal Laws and Procedures.
- Extensive knowledge of the Texas Alcoholic Beverage Commission regarding the acceptance of issuance of off-premise beer and wine sales and mixed beverage applications.
- Extensive knowledge of the Texas State Library’s records management procedures.
- Advance principles and procedures of record keeping.
- Ability to work nights or weekends as scheduled.
- Knowledge of law and charter provisions relating to the powers and duties of the City Secretary.
- Knowledge of the City Charter.
- Knowledge of Roberts’ Rule or Order and City Council Procedural Rules of Council.

DESIRED TRAINING AND EXPERIENCE:
- Practices and procedures involved in organizing various types of records and information.
- Skill in planning and implementing departmental procedures and objectives.
- Tactfully respond to requests and inquiries from the general public.
- Possess strong interpersonal and organization skills.
- Ability to handle confidential information in a responsible manner.
- Ability to communicate effectively, both verbally and in writing.
- Ability to prepare clear, concise and accurate records, correspondence and other written material.
- Knowledge of principles and practices of local government administration, budget preparation, and personnel management.
- Knowledge of principles and procedures of record keeping.
- Ability to travel and attend training seminars and municipal functions.
- Modern and complex principles and practices of maintaining official city records.
- Organize and carry out assignments to completion with minimum instructions.
**ESSENTIAL PHYSICAL FUNCTIONS:**
Sedentary work. Work is performed in an office setting. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body.

<table>
<thead>
<tr>
<th>Physical Demand/Description</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Standing - To file documents</td>
<td>O</td>
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<tr>
<td>Sitting - At desk and meetings</td>
<td>C</td>
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<tr>
<td>Walking - To various offices</td>
<td>O</td>
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<tr>
<td>Lifting - File boxes and books</td>
<td>R</td>
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<tr>
<td>Carrying - File boxes and books</td>
<td>O</td>
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<tr>
<td>Pushing/Pulling - File cabinet doors</td>
<td>F</td>
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<tr>
<td>Reaching - For books and files</td>
<td>F</td>
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<tr>
<td>Handling - Books, papers, files</td>
<td>F</td>
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<tr>
<td>Fine Dexterity - For computer use</td>
<td>O</td>
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<tr>
<td>Kneeling - At file cabinets</td>
<td>O</td>
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<tr>
<td>Crouching - To reach under desk and into shelves</td>
<td>R</td>
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<tr>
<td>Crawling</td>
<td>N</td>
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<tr>
<td>Bending - To reach items on floor</td>
<td>O</td>
</tr>
<tr>
<td>Twisting - To see people and presentations</td>
<td>R</td>
</tr>
<tr>
<td>Climbing - To reach shelves in storage room</td>
<td>R</td>
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<tr>
<td>Balancing - Placing items on shelves</td>
<td>O</td>
</tr>
<tr>
<td>Vision - For computer work</td>
<td>C</td>
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<tr>
<td>Hearing - For keeping records at meetings</td>
<td>C</td>
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<tr>
<td>Talking - For communicating</td>
<td>C</td>
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<tr>
<td>Foot controls</td>
<td>O/N</td>
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<tr>
<td>Other (Specify)</td>
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The City of Mansfield is an Equal Opportunity Employer
APPLICATION FOR EMPLOYMENT
City of Mansfield, Texas
1200 E. Broad Street
Mansfield, Texas  76063
Phone: (817) 276-4267
FAX: (817) 473-7487
www.mansfield-tx.gov

Please print. All information must be legible. Application must be completed in full or will not be considered. Resumes may be attached to completed application. Applicants requiring reasonable accommodation to the application and/or interview process should contact the Human Resources Department for assistance. Equal access to programs, services, and employment is available to all qualified persons. The City of Mansfield is an Equal Opportunity Employer.

Position applied for: ____________________________ Date: _____________ Salary Expected: _____________

NAME: _______________________________ ______________________________ ________________
(Last)    (First)      (Middle)

ADDRESS: _________________________________________ ___________________________________________________ 
(Street)                                     (City)                                     (State)                       (Zip)

E-MAIL ADDRESS: ___________________________________ ___________________________________________________ 

TELEPHONE:  (Home)  ______________________    (Work)  ______________________    (Cell)  ______________ __________

Please check all that apply:  Do you want
• Regular Full Time
• Regular Part Time
• Temporary Full Time
• Temporary Part Time
• Seasonal (as needed)

How did you learn of this position?
• Newspaper*
• Internet*
• Professional Magazine*
• Employee Referral
• HR Office
• Employment Agency
• Texas Workforce Commission (employment office)

*Specify which_____________________________________ ___________________________________________________ 

Do you have a valid Texas Driver’s License?
• No
• Yes    Type of License:  Operator    CDL    Chauffer
License Number:  __________________________________ ________________ Expiration Date:  ____________________________

Does anyone related to you (by blood or marriage) work here or is currently a member of the City Council?
• Yes
• No
City Board Commissions?
• Yes
• No    If yes, list name, their position, and relationship:
___________________________________________________ ___________________________________________________ 

Have you ever worked here before?
• Yes
• No    If yes, give dates and position held:  __ _____________________________
___________________________________________________ ___________________________________________________ 

Are you legally eligible for employment in the United States of America?
• Yes
• No

Answering “yes” to the following question will not be an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into consideration.

Have you ever plead “guilty” or “no contest” (nolo contendere) to, or been convicted of a crime?
• Yes
• No
If you answered “yes,” please provide the date(s), location, and details: ______________________________________

Have you served in the armed forces, armed forces reserve, or national guard of the United States of America?
• Yes
• No
If “yes,” please complete the following:  BRANCH ________________ DATE ENTERED ________________ DATE OF DISCHARGE ________________ RANK AT DISCHARGE ________________ LIST DUTIES AND TRAINING ___________________________________________________

ARE YOU CURRENTLY A MEMBER OF THE RESERVES OR NATIONAL GUARD?
• Yes
• No

EMPLOYMENT HISTORY
List all periods of employment or volunteer activities. If currently UNEMPLOYED, write “unemployed” in the CURRENT
EMPLOYER block and go to the next block. Start with your current status and work backward. If you need additional space, use a plain sheet of paper using the format below for each additional position. You may attach a resume or other documents. COMPLETE EACH SECTION FULLY.

<table>
<thead>
<tr>
<th>CURRENT EMPLOYER:</th>
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<td><strong>BUSINESS ADDRESS:</strong></td>
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<td>PHONE NO.</td>
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<td><strong>JOB TITLE:</strong></td>
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<td><strong>SUPERVISOR’S NAME:</strong></td>
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<td><strong>DATES OF EMPLOYMENT:</strong></td>
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<td><strong>REASON FOR DESIRING CHANGE:</strong></td>
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<td><strong>STARTING SALARY:</strong></td>
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<td><strong>ENDING SALARY:</strong></td>
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<td><strong>MAY WE CONTACT THIS EMPLOYER?</strong></td>
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<td><strong>YOUR DUTIES:</strong></td>
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<td><strong>REASON FOR LEAVING:</strong></td>
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</table>

PLEASE EXPLAIN IN DETAIL ANY TIME LAPSES DUE TO UNEMPLOYMENT OR OTHER REASONS.
LIST LICENSES or CERTIFICATIONS RELATED TO THE JOB FOR WHICH YOU ARE APPLYING.


LIST PROFESSIONAL OR TECHNICAL LICENSES, REGISTRATION, CERTIFICATES, OR MEMBERSHIPS YOU POSSESS.


CHECK ALL SKILLS OR ABILITIES, BELOW, THAT YOU POSSESS THAT RELATE TO THE POSITION FOR WHICH YOU ARE APPLYING.

Typing / Speed ____________ WPM  Ten-Key Calculator
Computer  List programs in which proficient:  

FOR TRADES JOBS ONLY:

Truck  List type(s):  
Backhoe  List type(s):  
Grader  List type(s):  
Dozer  List type(s):  
Tractor  List type(s):  
Mower  List type(s):  
Other equipment  List type(s):  

EDUCATION

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>NAME AND LOCATION</th>
<th>FROM</th>
<th>TO</th>
<th>GRADUATED/COMPLETED</th>
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<tbody>
<tr>
<td>High School</td>
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<td></td>
<td>Diploma  GED</td>
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<tr>
<td>Trade School</td>
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<td>Course of Study __________________</td>
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<td>Certification</td>
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</table>
| College    |                   |      |    | Degree obtained _______
|             |                   |      |    | Major __________________ |
|             |                   |      |    | Minor __________________ |
| Other      |                   |      |    |                      |

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Revised 06/2006
ACKNOWLEDGEMENT

READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment with the City of Mansfield whenever it is discovered.

I give the City of Mansfield the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Mansfield and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

The City of Mansfield does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only six (6) months for the position for which application is made. I acknowledge that this application, once submitted to the City of Mansfield, becomes the property of the City of Mansfield.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the City of Mansfield reserves the same right to terminate my employment during the probationary period at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City of Mansfield, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the policy of the City of Mansfield not to refuse to hire a qualified individual with a disability because of that person’s need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: ___________________________ Date: _________________________
READ CAREFULLY BEFORE SIGNING

Prior to employment, applicants will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job applied for and as it may assist in determining character traits of the applicant. However, falsification of the application will result in disqualification for employment.

All applicants for full time or regular part-time positions are requested to take a physical examination, INCLUDING DRUG SCREENING.

All job offers are contingent on the successful completion of reference checks, police check, driver’s license check (if applicable), and physical exam (if applicable).

All applications become the property of the City of Mansfield. Applications will be kept on file six months.

I hereby request and authorize you to render any information regarding my employment, character, qualifications, habits, reputation, credit, medical history, past record of performance, or any other pertinent information to the City of Mansfield. Any information furnished is at my express request and for my benefit.

I hold said representative or agent furnishing aforesaid information harmless, and I do hereby release them from any and all liability for damage of whatsoever nature because of furnishing such information.

I further understand that this information will be “confidential” between the City of Mansfield and all other parties involved.

__________________________________________  _________________________
Signature of Applicant                      Date
SUPPLEMENTAL INFORMATION CARD

The information on this card is used for statistical reporting to various regulatory agencies only. It will be detached from your application and will in no way be used in consideration of your application for employment.

Position applying: __________________________________________

How did you learn of this position?

☐ Dallas Morning News
☐ Employee Referral
☐ Fort Worth Star Telegram
☐ HR Office
☐ Mansfield News-Mirror
☐ Professional Magazine*
☐ Texas Workforce Commission
☐ Other * __________________________

Race/Sex:   Female ☐             Male ☐

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Hispanic or Latino
☐ Native Hawaiian or Other Pacific Islander
☐ Two or more races
☐ White

Birth Date: ________________   Month      Day     Year

Birthplace: ___________________________   U.S. Citizen ☐ Yes ☐ No

Have you previously worked for the City? No ☐ Yes ☐ If yes, when? ________________ Mo. Year to Mo. Year

Department: ___________________________   Position: ___________________________

Under what other names have you been employed? ___________________________
Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or First Check may make inquiries, including but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that prospective employer and/or First Check may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and prospective employer from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith provide to prospective employer and/or First Check the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Print Full Name: ____________________________  
Social Security ______________________________  *Date of Birth _________ / _______ / _________  
Current Address ___________________________________________________________  
City/State/Zip _____________________________________________________________  
Driver's License # ________________________________ State __________________  
Prospective Employer _______________________________________________________  
Applicants Signature ______________________________________________________  
** Notary Signature ______________________________________ Printed ______________  
State __________ County ____________________________ Commission Expires ____________________  

* Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes.  ** Only when requested