CITY OF MCKINNEY
invites applications for the position of:

Deputy City Secretary

An Equal Opportunity Employer

Salary: Depends on Qualifications

OPENING DATE: 03/07/18

CLOSING DATE: 05/11/18 05:00 PM

SUMMARY:

TYPICAL HIRING RANGE: DOQ

WORKING FOR THE CITY OF MCKINNEY
Working for the City of McKinney is more than a job. It is an opportunity to make a meaningful difference in the lives of others. It is also an opportunity to have a hand in the development of one of the fastest growing communities in the nation. In 2014, our community was named "The #1 Best Place to Live in America." Although proud of that honor, everyone on our team is committed to making McKinney an even better place to live, work and raise a family. That's why we exist.

OUR CORE VALUES
City of McKinney employees work hard and at a very fast pace. However, we also look after and support one another. All of us are guided by four employee-generated values – Respect, Integrity, Service, and Excellence (RISE). We are also supported by servant-based leaders who foster and support a healthy, family-oriented culture. All new employees are expected to embrace and live by our core values and commit to helping us sustain our exceptional work environment.

SUMMARY OF POSITION
Under general direction, receives official documents for the City; prepares documents, agenda packets and other materials for City Council meetings; acts for the City Secretary on a relief basis; provides varied, complex, and confidential support to City Secretary, City Manager, Mayor and Council, serves as software administrator for agenda and voting system software, performs technical support and work related to the responsibilities of the City Secretary's office; supervises, to include recruiting, mentoring, coaching and mentoring staff. Performs related work as required. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of City activities and the ability to conduct independent projects.

ESSENTIAL FUNCTIONS/KNOWLEDGE, SKILLS, & ABILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as Deputy City Secretary; receives official documents, prepares notices, agendas, ensures distribution of City Council resolutions, ordinances, and minutes, including electronically, acted upon by the City Council; attends City Council and committee meetings as well as prepares minutes in the absence of the City Secretary.
- Oversees and ensures that the office administrative functions for the City Secretary are effectively carried out.
- Supervises the City Secretary's Office's personnel; recruits, mentors and develops a knowledgeable and customer-centric team in the City Secretary's Office.
- Fosters a positive and equitable work atmosphere and provides effective problem resolution.
- Manages work allocation and establishes timelines and priorities.
• Serves as software administrator for both the agenda management software and voting system; provides support to all departments and other boards and commissions relating to agenda processing.
• Provides information and resolves issues for City staff, other organizations, and the public, which often requires the use of judgment and the interpretation of policies, rules, and procedures.
• Performs special projects, to include researching, compiling and analyzing information, preparing reports, identifying alternatives, and making and justifying recommendations.
• Processes alcohol and gaming permits.
• Assists with the Board and Commission recruitment process.
• Schedules invocations for Council meetings.
• Prepares check requests for the City Secretary Department.
• Prepares monthly City Council check requests and payments.
• Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials, and specialized documents related to the department to which assigned from drafts, notes, brief instructions, corrected copy, proofreads materials for accuracy, completeness, compliance with departmental policies, correct formatting, and correct English usage, including grammar, punctuation, and spelling.
• Arranges meetings, retreats, and receptions by scheduling rooms, notifying participants, preparing agendas; and ensures information is accurate.
• Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, preparing contracts and agreements, and arranging for equipment purchase and maintenance, attending meetings in the absence of the City Secretary.
• Conducts special administrative project research and report preparation as assigned.
• Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, multi-line telephones, and other department-specific equipment as needed.
• Organizes and maintains various administrative, confidential, reference, and follow-up files; scans documents into records management software on a regular basis, and assists with the purging of files as required.
• Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
• Performs other duties as assigned or directed.

OTHER JOB FUNCTIONS:

• Perform other duties as assigned or directed.

KNOWLEDGE, SKILLS, ABILITIES, AND BEHAVIORS

• Ability to embrace and embody the City’s core values of Respect, Integrity, Service, and Excellence (R.I.S.E.).
• Knowledge of Federal, State and City laws, rules, regulations, ordinances and codes governing municipal public record keeping, public meetings, freedom of information act, municipal elections, and municipal administrative management practices and procedures.
• Knowledge of City policies and procedures.
• Knowledge of project coordination and implementation procedures.
• Skill in effective oral and written communications.
• Skill to be accurate with great attention to detail.
• Skill to manage software systems.
• Skill to resolve customer complaints and concerns.
• Skill to operate computer applications, including Microsoft Office Suite (Word (2003 and 2007), Excel, Access, PowerPoint.
• Records management and open records principles and practices.
• Providing varied, responsible, and often confidential secretarial and office administrative work requiring the use of independent judgment, tact, and discretion.
• Interpreting and implementing policies, procedures, and computer applications related to the City Secretary functions.
• Analyzing and resolving office administrative and procedural problems.
• Performing project research and preparing reports and recommendations.
• Composing correspondence and reports independently or from brief instructions.
• Using initiative and independent judgment within established policy and procedural guidelines.
• Organizing own work, coordinating projects, setting priorities, meeting critical deadlines, and following-up on assignments with a minimum of direction.
• Directing the work of others and training others in work procedures.
• Making process improvement changes to streamline procedures.
• Establishing and maintain effective working relationships with those contacted in the course of the work.
• Word processing at a net speed of 50 words per minute from printed copy.
• Pass a drug screen and a background check.
• The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.
• Build professional relationships with internal staff and customers.
• Offer flexibility and adaptability, especially during times of change.
• Communicate effectively both orally and in writing.

REQUIRED QUALIFICATIONS:
MINIMUM QUALIFICATIONS
Associates Degree in Public Administration, Political Science, or related field and five (5) years municipal administration experience or equivalent combination of education and experience. Experience with Legistar Agenda Management Software a plus. Certified Notary Public. Knowledge of regulatory requirements, duties and responsibilities of a City Secretary/Texas Municipal Clerk. Must possess Texas Registered Municipal Clerk Certificate or ability to obtain within 2 years.

Must have prior experience in a leadership or supervisory role, managing one or more employees.

Must have the ability to pass a typing test at a net speed of 50 words per minute. Testing in Microsoft Word, Excel, Access, Outlook and PowerPoint is required to determine intermediate competency level.

Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.

PREFERRED QUALIFICATIONS
Preference will be given to candidates with a Bachelor’s Degree and to those with previous experience working in municipal government or the City Secretary’s Office.

CONDITIONS OF EMPLOYMENT
• Must pass a drug screen and background check.
• Must have Class C Texas Driver’s License
• Must complete skills testing (typing speed, spelling & grammar, Word, Excel, Access, PowerPoint)

PHYSICAL DEMANDS/SUPPLEMENTAL:
PHYSICAL DEMANDS
Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. May be required to work evenings.
**WORK ENVIRONMENT**
There is limited exposure to environmental conditions.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

The City of McKinney is an equal opportunity employer (EOE) committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.mckinneytexas.org

OUR OFFICE IS LOCATED AT:
201 W. Louisiana St.
McKinney, TX 75069
972-547-7560
employment@mckinneytexas.org

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**Deputy City Secretary Supplemental Questionnaire**

* 1. At a minimum, do you have an Associate's Degree in Public Administration, Political Science, or a related field?
   - Yes
   - No

2. If you answered yes to the previous question, please list your degree field.

* 3. Do you have prior experience as a supervisor managing one or more employees?
   - Yes
   - No

4. If you answered yes to the previous question, how many employees have directly reported to you at one time, in your current position or in prior roles.

* 5. Do you have previous experience working for a City/Municipal government?
   - Yes
   - No

6. If you answered yes to the previous question, please list the name of the City/Municipal government and the number of years of experience.

* 7. As listed in the job description, all applicants who reach the interview stage will be required
to take a skills assessment, including but not limited to Microsoft Office (Word, Excel, Access, PowerPoint), Grammar, Spelling, and typing speed. Do you acknowledge and agree to take this type of skills assessment?

☐ Yes
☐ No

* Required Question