Assistant City Secretary

The City of New Braunfels is accepting applications for the position of Assistant City Secretary for the City Secretary's Office. This position will close on Thursday, August 31, 2017. To apply, please visit https://newbraunfels.hire grinned.com.

GENERAL PURPOSE: Under general supervision of the City Secretary, performs the mandated functions and statutory requirements in support of the office of City Secretary as defined by state law; performs technical, legal and administrative duties in managing the official records of the City, attending City Council and board meetings, maintaining the required historical municipal data, and conducting municipal elections.

PRIMARY 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.

- Manages and coordinates the operations of the City Secretary's office and acts as the City Secretary as required; assures official City activities are in compliance with Federal, state, and City policies, ordinances and practices.
- Assists in providing for the delivery of excellent customer service to the general public, City employees, officials, and representatives from other local, state and federal agencies.
- Assists in records management program, assures the accuracy of technical files and official records, and assures City records management program is in compliance with Texas statutes.
- Assists with the technical preparation, recordation, and transcribing of proceedings of official meetings and public hearings of the City Council, Boards and Commissions; attends meetings and assures completion of required follow-up on meeting action items.
- Assists with the review, preparation, and distribution of meeting agendas, information packets and supporting documentation; reviews and approves the official documents, adopted resolutions, ordinances, agreements, contracts, meeting minutes and other official records after each meeting; oversees the publication of official notices, agendas, ordinances and resolutions.
- Coordinates City elections, trains and supervises election workers, and assures compliance of federal and state laws and regulations.
- Reviews and processes open records requests, licenses, and permits.
- Coordinates the management of cemetery records.
- Supervises and trains assigned staff; develops staff skills; plans and prioritizes projects; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities.
- Manages special projects as directed; interprets and explains City and state regulations.
- Performs other duties as assigned or required.
MINIMUM QUALIFICATIONS:

Education and Experience:
Bachelor’s Degree in Business Administration, Public Administration, or related field; and three (3) year’s municipal government experience; or an equivalent combination of education and experience.

Required Licenses or Certifications:
- Certification as a Notary Public is preferred; ability to obtain and maintain Notary Public certification is required within a specified time frame.
- Certification as a Texas Registered Municipal Clerk is preferred; ability to obtain and maintain Municipal Clerk certification is required within a specified time frame.
- Must possess a valid Texas Driver’s License.

Required Knowledge of:
- Customer service standards and protocol.
- City organization, operations, policies and procedures.
- State and federal laws, statutes, regulations, rules and codes regulating City government.
- Principles and practices of public sector records retention, record keeping and records management.
- Municipal election laws and procedures.
- City charter, ordinances, codes, policies, resolutions, and agreements.
- Principles, techniques, and objectives of public information.
- Legal, ethical, and professional rules of conduct for public sector employees and elected officials.

Required Skill in:
- Effective communication.
- Proficient in operating a personal computer utilizing a variety of business software.
- Understanding and applying statutory standards and procedures, applicable state and federal rules and regulations, and parliamentary procedures governing public meetings.
- Analyzing technical and statutory issues, evaluating alternatives, and making decisions based on findings.
- Monitoring and controlling the confidentiality of City information, according to the standards of the Privacy Act of 1974, {5USC § 552A}.
- Reviewing, correcting and maintaining complex and extensive records.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with City employees, officials, general public, and representatives from other local, state and federal agencies.

Physical Demands / Work Environment:
- Work is performed in a standard office environment and includes sitting, standing, walking and bending for extended periods of time, and must be able to safely lift and carry materials and objects up to fifty (50) pounds.
- Required to work nights and weekends for elections, and some City Council and board meetings.
- May be required to work immediately before, during, or after an emergency or disaster.
- NOTE: This position is designated safety and/or security sensitive.

Salary and Benefits:
Starting minimum salary range is $41,787.20 – $50,128 a year based on experience and qualifications. Benefits include Texas Municipal Retirement System; paid vacation and sick leave; medical, dental, vision, and life insurance. EOE