**JOB SUMMARY**

Provide assistance to the City Secretary in all aspects of that position. Act in the capacity of the City Secretary in his/her absence. Provide courteous, accurate and timely service to the council, employees and the public in response to requests for information. Ensure an accurate history by maintaining vital and archival records of the transactions of the City.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist in conducting municipal elections.
2. Prepare and distribute the city council agenda packet using electronic agenda management software.
3. Post agendas for council, boards and other governmental bodies.
4. Attend evening city council meetings or meetings held at other times and take the minutes of such meetings.
5. Follow-up on action taken at city council meetings.
6. Assist with preparation of the annual departmental budget and monitor status of budget.
8. Administer the billing and collection of local alcohol fees.
9. Distribute mail to the department and to the city council.
10. Prepare correspondence for the department and for the city council when requested.
11. Coordinate travel plans for city council and others in the department.
13. Prepare legal notices and other documents for publication.
14. Certify documents and administer oaths of office in official capacity of the city secretary’s office.
15. Serve as alternate EOC representative.
16. Monitor the collection, filing, retention, destruction and retrieval of city records, including off-site storage.
17. Maintain in-depth knowledge of the Records Management Program.
18. Research city records and respond to requests for public information for city departments and the public.
19. Provide oversight for the security, filing and disposal of confidential applicant and employee files.
20. Process liens filed against private property for work performed by the city.
21. Assist city secretary with board related matters, and plan and execute an annual board appreciation banquet.
22. Assist city secretary with building security measures utilizing electronic software, card keys, and door keys.
23. Must adhere to assigned work schedule and personnel policies.
24. Must be able to sit for extended periods of time, lift and move boxes up to 30 pounds, reach and file in 7’ vertical shelves, and be able to bend or stoop to reach the bottom of open shelving system.
25. May be required to assist with the coordination of various functions for the city council.
26. May be required to travel for training, meetings or conferences that require evening work or overnight stay.
27. Must be able to communicate effectively in person, by telephone, in writing and by e-mail.
28. May be required to perform other department duties as assigned.
29. In the absence of the city secretary, oversee other city secretary office staff in day to day operations.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Proficient in Microsoft Office software programs, calculator, telephone, copy machine, facsimile machine, recording equipment. Knowledge of records management procedures and retention requirements. Knowledge of local government operations. Must have the ability to work independently in the absence of specific instruction or supervision; possess organizational and time management skills; have the ability to prioritize and work with accuracy and detail. Must exhibit tact and discretion and maintain confidentiality. Must exhibit initiative and leadership, and the willingness to learn new concepts and methods.

**EDUCATION, EXPERIENCE AND CERTIFICATION**

High School diploma required; Certification as a Texas Registered Municipal Clerk and 3-5 years comparable municipal experience required; Must obtain Notary Public within six months of employment; Must pass pre-employment drug screen, criminal background check, and have a valid Texas Driver license with satisfactory driving record; Knowledge of the Texas Public Information Act and the Texas Open Meetings Act preferred; Records management experience preferred.

**CERTIFICATION**

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<tr>
<th>Employee Signature:</th>
<th>Date Signed:</th>
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<tbody>
<tr>
<td>Immediate Supervisor</td>
<td>Date Signed:</td>
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Salary is $55,000/year. Those interested can apply at: [https://cityofthecolonycareers.silkroad.com/](https://cityofthecolonycareers.silkroad.com/)