Village of Volente, TX
Job Description

Job Title: City Secretary/Municipal Court Clerk Department: Administration
Reports To: City Council, Supervisor: Mayor, FLSA Status: Exempt

General Statement of Job

The City Secretary is a professional position appointed by the City Council and is responsible for the preparation and documentation of City Council meetings and other public gatherings. The Village Secretary is also responsible for recording attendance and taking minutes at all public meetings of the City Council, Board of Adjustments and the Planning and Zoning Commission and maintaining a permanent record of each. This position requires a working knowledge of state and local laws, Village regulations, policies and procedures, municipal recordkeeping, and superior secretarial and organizational skills.

Requires the ability to effectively communicate orally and in writing in a fair and courteous manner with a variety of individuals regardless of ethnicity, gender, beliefs, or personal style to fulfill requests and provide services, accurate information, or assistance in a courteous and timely manner, and to present a positive image of the Village.

The City Secretary is appointed by the City Council and shall perform all of the statutory duties prescribed by law in Texas Local Government Code Sec. 22.073, and as amended, and other duties as may be prescribed by the City Council. The City Secretary shall be ex-officio City Treasurer and the powers and duties of the City Treasurer as prescribed in Texas Local Government Code Sec. 22.075, and as amended are conferred on the City Secretary.

The City Secretary position reports directly to the Village Council and is supervised by the Mayor. In accordance with the Personnel Policy Manual any concerns or grievances can be presented to the Mayor or Budget, Finance and Administrative Committee for resolution.

Duties and Responsibilities

General

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City Council, Municipal Judge, Mayor, Committee Members, staff and the public;
- Performs responsibilities with a focus on efficient high quality customer service.
- Complies with the Village Code of Conduct standards, Personnel Policy Manual and Financial Control and Spending Policy as adopted and may be amended from time to time.
- Ability to identify priorities, set goals and accomplish the same.
- Ability to maintain an accurate and legible record of Village business.

Village Secretary and Administration

- Implements and insures compliance with directives as instructed by the City Council or as defined by Local Government Code, Village ordinances and/or resolutions and established policies and procedures.
- Records documents as required with the Travis County Deed and Records Department.
- Serves as the primary resource to provide information to the public, other agencies and responds to inquiries regarding official records, Village actions and permit processing. Responds to routine letters, general correspondence, and requests for information.
• Processes all Open Records requests and maintains Open Records Logs;
• Assures that legal requirements are met for publication and posting of all agendas and notices in accordance with Texas Open Meetings Act and Village policies and procedures;
• Coordinates with others in preparing agendas for City Council, Planning and Zoning Commission and Board of Adjustment meetings. Prepares documents as back-up materials for each agenda as necessary and distributes packets;
• Attends all meetings to ensure compliance with the Texas Open Meetings Act and ensures the accurate and timely preparation of official minutes and maintains a permanent archive of the same;
• Provides research, clerical support, and follow-up for City Council with regard to projects and communication of activities and programs of the Village;
• Notarizes and certifies documents as needed, and maintains custody of the Village seal;
• Oversees Floodplain administration and compliance;
• Other duties as may be assigned.

Records Management/Public Information
• Maintains an up-to-date recordkeeping system for permanent files, server archives, and Cloud storage that ensures compliance with the Village record retention policy and other municipal requirements for archiving all permanent, legal, financial, personnel, development and related documents.
• Maintains the Village website to ensure transparency of agendas/minutes for council and commissions, ordinances and resolutions, election information, public notices, directory and committee activities.
• Maintains an up-to-date Village email distribution list for notification of agendas, meetings, events, and special announcements.
• In coordination with the Communications Committee, assists with the preparation and distribution of the Village newsletter.

Development Jobs and Permits
• Schedules and attends meetings with potential and current applicants and assists the City Engineer to explain the process and requirements of the Village land use ordinances and associated fees.
• Maintains an up-to-date document of all policies, processes and systems related to development projects within the Village - new and remodel, residential and commercial, etc. Review and analyze on an ongoing basis these processes to identify areas for efficiency improvements and recommend to the Finance Committee for approval prior to implementation.
• Maintains an up-to-date record of all permit applications and insures that all development jobs are accurately tracked in QuickBooks including status. Coordinates and oversees the engineering and inspection professionals and contractors of the Village to ensure that all landowners comply with the requirements of the Village ordinances, including timely payment of fees.
• Maintains on an ongoing basis a complete set of documentation that can be given to any applicant that clearly lays out the permitting and development process within the Village; the Builders Packet.

Mayor and Council/Committee Administrative Support
• Performs a wide variety of responsible, confidential, and complex administrative, technical and secretarial duties for the Mayor and Council Members; assists with maintenance of calendars of activities, meetings, and various events.

Elections
• Oversees the proper conduct of Village elections, including absentee voting as applicable, and ensure compliance with state election code;
- Receives candidate applications and required forms. Retains campaign filings for elected officials;
- Prepares, advertises and posts all required election notices and documents;
- Orders election ballots and supplies;
- Acts in the capacity of early Voting Clerk.

**Purchasing, Accounting and Budget Control**

- As primary purchasing agent for the Village, insures strict compliance with the Financial Controls and Spending Policy and Texas Local Government Code 102.009.
- Provides assistance for the general accounting function working in QuickBooks.
- Coordinates all bookkeeping activities, insuring preparation and transmission of transaction documents for posting by the Bookkeeper into QuickBooks;
- Bookkeeping Duties include the disbursement, collection and deposit of funds; examination and handling of accounts payable invoices, customer billings, payroll timesheets/PTO and preparation of monthly financial statements; verification of bank statement reconciliations, annual audits; insures proper asset management and provides budget assistance as needed and files the approved Annual Budget as required by state law;
- Ensures the preparation, filing and retention of all financial accounting documents.
- Ensures preparation all preliminary audit requests for the annual audit; works with auditor during audit and reports audit results to Finance Committee and City Council;
- As required, prepares RFP’s/RFQ’s. Coordinate, manage and report the activities of outside professionals and contractors hired by the City Council.
- Maintains inventory of fixed assets or other inventory items and documents to support recorded values.
- Communicate the retirement of assets to Bookkeeper for processing. Monitors and maintains a log of annual contracts and expiration dates to ensure timely renewal and renegotiation;
- Keeps track of ongoing fund appropriations which carry over into the new budget year to ensure inclusion.

**Municipal Court Clerk**

- Sets Municipal Court docket
- Files and maintains cases.
- Prepares and files required reports in a timely manner with state agencies.
- Prepares case files for court.
- Receives and records payment of fines.

**Minimum Education and Training**

High school diploma or General Education Degree (GED) and seven years related experience and/or training; or equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities.

**Minimum Qualifications and Standards Required**

Experience;
Previous experience as a City Secretary is preferred.
Certificates, Licenses, Registrations:
Notary Public, Municipal Court Clerk 1, Flood Plain Manager, preferred.

Knowledge:
Knowledge of the Texas Election Code, Texas Local Government Code and Texas Open Meetings Act., General Law Type B Municipalities and Ordinances. Basic knowledge related to local government administration and municipal election laws and duties. Knowledge of basic accounting principles and systems including; document retention and records management; and other secretarial and administrative practices.

Organization Skills:
Ability to forecast/predict; identify and gather appropriate resources; thoroughly research background information; develop strategies; think critically to solve problems; handle details; coordinate and complete tasks; manage projects effectively; meet deadlines; plan and arrange activities; multitask; and create plans.

Reasoning Skills:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Able to effectively record, document and process complex information in a timely manner. Includes the ability to make decisions and make choices between policies, rules, or procedures.

Interpersonal Communication:
Excellent oral and written communications skills including accurately recording information in precise written form. Requires the ability to function and communicate with City Council, co-workers, representatives from other agencies or the general public both visually and verbally.

Language Ability:
Excellent knowledge of grammatical and technical writing rules and standards. Able to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from City Council, clients, customers, and the general public.

Mathematical Skills:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills:
To perform this job successfully, an individual should be proficient in Microsoft Windows, Microsoft Office 2010 (Word, Excel, PowerPoint) and have a working knowledge of QuickBooks and municipal court activities. Must type a minimum of 40 words per minute without error.

Physical Requirements:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate office equipment including copiers, scanners and fax machines. Tasks require the ability to exert slight amounts of physical effort in light work, typically involving some combination of standing, sitting, stooping, kneeling and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials up to 40 pounds.
Certificates, Licenses, Registrations:
Notary Public, Municipal Court Clerk 1, Flood Plain Manager, preferred.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderate. The employee is constantly required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, to frequently change tasks, constant interruptions, and to perform tedious exacting work.

The position is full time, salary is negotiable, and we provide benefits.

All resumes should be sent to bconnors@volentetexas.com