

Job Description – City of Burleson

Job Title: Assistant City Secretary
 Department: City Secretary's Office
 Reports to: City Secretary
 Pay Grade: Range 29
 FLSA Category: Exempt
 Schedule: 40 hours per week. Some evening meetings required.
 Date Revised: October 1, 2024

PRIMARY DUTY:

Assists in managing the City Secretary's Office daily operations and aid in implementing legal requirements. Lead the community initiatives/special projects, city council community outreach, perform complex research, and manage all boards/commissions/committees of the city. Provide communication to the citizens and staff on city policy maintaining the code of ordinances.

ESSENTIAL DUTIES:

S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs).

Strength Exerted	Description of Job Duties
S	Assists to manage, perform, and maintain daily operations of the City Secretary's Office including budgets for City Secretary's Office, City Council, Records, and Municipal Court, open meetings requirements, City Council meeting paperwork including all executable documents and minutes, proclamation requests, city council appearances, presentations, and city hall tours.
L	Manage city council community outreach by leading community initiatives and special projects including budget requirements, coordinating community members, city staff and city council to accomplish goal of initiative or project.
S	Prepare statistical and narrative reports and correspondence based on research or on special project needs for City Secretary and City Council, as well as presenting at council meetings when required.
S	Assist with Public Information Requests, Records Management, and City Elections.
S	Communicate city policy to citizens, boards, commissions, and committees. May need to communicate concepts and information to assigned group to facilitate results on assigned initiatives or projects.
S	Prepare status report for the City Council and recommendations on community initiatives and special projects.
S	Study and remain informed on trends, innovations, and state/federal legislation that affects City operations briefing the City Secretary as needed.
S	Develop and manage programs to facilitate city council communication with the public and managing requests from citizenry.
S	Oversee all aspects and research opportunities of city council and city secretary travel and training.
	Perform other duties as assigned.
	Regular scheduled attendance at the work site is required.

SUPERVISORY RESPONSIBILITIES:

None

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Requires knowledge of (or ability to quickly learn);

- Operations, services and activities of a comprehensive city management program with knowledge of public management operations.
- Principles and practices of program development and administration.
- Principles and procedures of negotiation and problem solving.
- Research techniques and report preparation.
- Pertinent federal, state, and local laws, codes and regulations.

Other skills needed include:

- Excellent verbal and written communications skills.
- Ability to make public speaking presentations to professional organizations, Council, employee groups as needed.
- Ability to direct the services and activities of assigned projects.
- Analytical ability to plan and manage complex projects based on established goals, objectives and procedures making problem solving recommendations as needed.
- Ability to work independently with minimal supervision and high ethical standards.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to interpret and apply applicable ordinances, charter documents, and legislative documents as they relate to assigned work.
- Intermediate to advanced knowledge of the Microsoft Office suite of software (including Word, Excel, etc.).
- Tact and diplomacy in representing the City at a high administrative level.

EDUCATION AND EXPERIENCE:

- Texas Registered Municipal Clerk certification or ability to obtain in 18 months from date of hire.
- Five years of Texas local government work experience with specific experience in Texas Open Meetings Act, and Texas Public Information Act.

Preferred education and experience includes:

- Bachelors degree from an accredited college or university with major coursework in Public Administration, Business Administration, or a related field.
- Experience in the City Secretary's Office, City Attorney's office or City Manager's Office.

CERTIFICATES AND LICENSES REQUIRED:

- Valid Texas driver's license with good driving record.
- Texas Open Meetings Act
- Texas Public Information Act

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Work is performed in a climate controlled office environment.

TOOLS AND EQUIPMENT USED:

Computer and related office equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week).

Physical Demand	Frequency	Description of Demand
Standing/Walking	O	On carpet or tile floors.
Sitting	F	Primary work position at a standard desk with an adjustable office chair.
Lifting/Carrying	R	Small boxes of supplies and paper weighing 5-25 pounds
Pushing/Pulling	O	To open and close filing cabinet drawers.
Reaching	R	Into filing cabinets and on shelves to store or retrieve documents and supplies.

Fine Dexterity/Handling	F	To use the computer, calculator and writing.
Crouching/Crawling	R	To plug in computer, calculator, etc.
Twisting	F	Working around the desk in standard office activities.
Kneeling	O	To retrieve documents from lower shelves and bottom drawers of file cabinets.
Vision	F	To read and prepare paperwork.
Hearing/Talking	F	To speak with citizens and employees on the phone and in person.
Foot Controls	O	Driving a car.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time);
O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week).

O time pressures

R irregular schedule

F frequent change of task

O tedious exacting work situation

F performing multiple tasks simultaneously

R emergency situations

R danger/physical abuse

R noisy/distracting environment

F working closely with others as part of a team

other: _____

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.