

## City Secretary / Deputy City Administrator Trainee

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<b>TYPE:</b>	Full Time
<b>HOURS:</b>	Full Time (varies based on course needs)
<b>BENEFITS:</b>	Full Time: Full benefits (Employee Medical, Basic Life, Disability plans covered 100% by city) TMRS 2:1 match, optional participation in Dental, Vision, Life and AFLAC
<b>SALARY:</b>	DOE
<b>REPORTS TO:</b>	Mayor and City Administrator

### POSITION REQUIREMENTS:

Education, Certification and Experience:

- High School Diploma required; college degree preferred.
- TMCCP Municipal Clerk and TSLAC Record Management Certification preferred or must be obtain within 4 years.
- Progressive, management level experience desired; preference will be given to those with municipal government experience.
- Requires excellent oral and written communication skills.
- High degree of professionalism and a commitment to excellence.
- Detail oriented individual and able to prioritize work, managing multiple tasks.
- Self-Starter where little supervision is required to accomplish tasks.
- Advanced computer skills utilizing all Microsoft 365 applications.
- Ability to pass a background investigation.
- Possess a valid Texas Class C Driver's License & insurance.

### Job Summary:

Under general supervision of the City Administrator, this position performs a variety of duties involved in assisting management city's day-to-day operations. Primary responsibilities may include but are not limited to:

- Maintain and apply knowledge of municipal laws, policies, codes and regulations.
- Establish and maintain an effective working relationship with the public, co-workers, and city officials, communicating via phone, online, or in person, answering questions, disseminating information, etc.
- City-wide records management, including updating, archiving, filing, and purging in various formats including paper, electronic, and social media.
- Coordinate city's online presence and public relations functions.
- Seek various funding sources in the furtherance of the city long-term goals.
- Assist with municipal elections; interact with county elections office, perform election duties.
- Maintain audit checklist, as well as monthly and quarterly reports.
- Maintain contracts and interact with vendors; maintain supplies inventory.
- Liaison with contracted ordinance codifier, insuring online and printed copies are updated timely.
- Liaison with contracted Information Technology, coordinating IT support to all City departments.
- Complete various clerical duties as requested by the mayor, and City Administrator.
- Attend, document and post agendas for all council, board, and committee meetings.
- Assist the City Administrator in advising and furnishing leadership to business and civic organizations dealing with specific items affecting the city.
- Assist Department Heads in the review and creation of internal policies for effective operation of city departments.
- Additional duties as assigned.

**Physical and Environmental Conditions:**

Duties are generally performed within the city limits primarily in City Hall. On occasions, there will be times that services are to be performed outside the city.

- Ability to see and hear at normal levels with or without devices.
- Ability to demonstrate manual dexterity, strength and proficiency required perform equipment maintenance.
- Ability to stand and walk for extended periods of time.
- Ability to crouch and/or stoop and ability to rise, kneel and crawl.
- Ability to twist upper body while working in difficult spaces with arms and hands extended.
- Ability to manipulate, pick-up, and carry 30 pounds for a distance of at least 10 feet; to bookshelf height.
- Ability to climb up and down a ladder, while reaching above head, etc.

**TO APPLY:**

Application: <https://www.cityofwestworth.com/uploads/file/Westworth%20Village%20Application%202017.pdf>

To apply for this position, print, complete and email or mail the city application, along with a cover letter and resume to:

City of Westworth Village  
Attn: Elisa Hickey  
311 Burton Hill Road  
Westworth Village, TX 76114  
817-710-2502  
[ehickey@cityofwestworth.com](mailto:ehickey@cityofwestworth.com)