



City Secretary

City of Aurora Texas

Aurora, Texas, United States (On-Site)

Posted less than an hour ago

Job Type	Job Duration
Full-Time	Indefinite
Min Experience	Min Education
2-3 Years	BA/BS/Undergraduate
Required Travel	Salary - Type
0-10%	DOQ
Job Function	
Administrative	

Description

****All interested individuals must submit an [employment application](#) found on the City's website. Applicants are encouraged to include a resume. Resume's submitted without an application will not be considered.****

The full job posting can be viewed [here](#).

The City Secretary is an officer of the City, appointed by the Mayor and City Council and is directly supervised by the City Administrator. The position is a statutory position required by State law, and serves as a Records Management Officer, Elections Administrator, Court Administrator, and provides other general office administration.

City Secretary Primary Responsibilities:

- Prepares and disseminates City Council, board and commission meeting agendas and packets, attends Council, board and committee meetings, keeps accurate minutes of the proceedings, and transcription and posting of the minutes; Adheres to state law by posting all meetings and notices, and ensures adherence to conflict-of-interest statements, when applicable.
- Manages open records requests, including processing, distributing, and responding to requestors in a timely manner. Coordinates with relevant City staff and/or elected/appointed officials and the City Attorney and ensures compliance with the Texas Public Information Act.
- Administers indexing, maintenance, and retrieval of the official records of the City, including minutes, ordinance and resolutions, contracts, deeds, title and abstracts of Town property, and other related official documents.
Acts as Records Management Officer for all City records including developing and filing record retention schedules with the State, assists in designating the storage, retrieval and destruction of City records in compliance with Texas Local Government Records Act;
- Serves as Custodian of the City Seal by attesting official documents such as ordinances, resolutions, and contracts; Administers oaths, affirmations, and acknowledgements.
- Prepares all notices required under and regulation or ordinance of the municipality or as required by State laws.
- Oversees the City's property and/or liability insurance policies, including acceptance of any claims against the City.
- Administers, in conjunction with Wise County Elections Administrator, the municipal elections, including contract negotiations, procurement of polling places, preparation and filing of all necessary documents and reports, and publication of legal notices.
- Coordinates the recruitment and appointment process for the City's Boards and Commissions and maintains databases with appointment details and contact information.
- Performs other duties as assigned by the City Administrator, Mayor or City Council.

Municipal Court Responsibilities:

- Performs complicated administration duties and clerical functions requiring considerable discretion and specialized knowledge of the Court, Court operations, standing orders, policies, and procedures.
- Processes deferrals, probations, judgements, failures to appear, warrants and any other related processes in a prompt and timely manner.
- Informs defendants of their rights and options related to court procedures; accepts written pleas from defendants; accepts fine payments from defendants; issues receipts for payments; processes and records cash and paper bonds accordingly.
- Coordinates with Municipal Judge, Prosecutor, and Bailiff for scheduling of court dockets.
- Routinely communicates with City Prosecutor regarding offers and status of cases.
- Ensures compliance with all required state reporting and transmission of payments to State Comptroller.

Other routine duties will include:

- Answers phone calls and provides customer service to members of the public.

- Updates the City's website to post agenda packets, approved minutes, notices, other public information.
 - Ensures City calendar is up to date and all meetings/events are accurately posted.
 - Coordinates with contracted service providers (code enforcement, building inspections, City Engineer, etc.) regarding permit submissions.
 - Maintains inventory of office supplies and replenishes as necessary.
 - Receives, logs, processes and disseminates all building permit applications and inspections required by City ordinances, state and county laws and construction codes of the city.
- Assists with accounts payable processes by inputting invoices, mailing payments, and filing invoices into vendor files.

Requirements

Required Knowledge/Skills/Abilities:

- Knowledge of Texas Local Government Code, Open Meetings Act and Election Code.
- Knowledge of principles and practices of records managements, including retention, preservation and protection; and archiving laws and methods in accordance with the Texas State Library Archives Commission.
- Knowledge of general office programs and systems, including but not limited to: Microsoft Office Suite, Adobe, Google Drive, etc.
- Excellent oral and written communication skills
- Ability to work well and interact professionally with members of the public, staff, City Council, and any other partners.
- Ability to research/study unfamiliar material, condense the material into its most essential elements, and create cohesive documents/presentations.
- Ability to prioritize, multitask, and manage time in a way that meets deadlines.

Experience & Education:

- A combination of education and relevant work experience generally met by the following:
 - Bachelor's degree in Public Administration, Business Administration, Records Management, or related field
 - Possession of Texas Municipal Clerks Certification Program certification or enrollment in TMCCP certification course within six (6) months of employment and expected course completion within three years after enrollment.
 - Ability to obtain Notary Public certification within two months of employment.
 - Minimum of 2 years municipal experience
 - Must be bondable
 - Must be able to work flexible and evening hours.

Conditions

- Must pass pre-employment drug test
- Must pass criminal background check
- Must hold a Texas Driver's License (Class C or comparable) and pass motor vehicle records check

General Requirements

- The employee may not pose a direct threat to the health and safety of themselves or others.
- The employee must have the ability to report to work on time and remain on duty for the duration of the regularly scheduled work day.
- The employee must be able to attend work regularly and predictably.
- The employee must be able to perform the normal interactive functions of the job and to withstand the normal stresses of the workplace.
- The employee must have the ability to accept supervision, and to accept criticism.
- The employee must have the ability to follow established policies and procedures.
- The employee must be able to work cooperatively with fellow employees and supervisors.

Physical Demands

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.

Work is performed mostly in office settings. Regular attendance at work is required. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reaching with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and crawl.

Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must occasionally push, pull, lift and/or carry up to 25 pounds.

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