

City Secretary


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   **APPLY**

Salary	Depends on Qualifications	Location ⓘ	Bastrop, TX
Job Type	Full-Time	Job Number	101-04-00-00
Department	City Secretary	Opening Date	02/04/2025

DESCRIPTION

BENEFITS

The City of Bastrop is currently accepting applications for the position of **City Secretary**. This position offers a unique opportunity for an innovative leader driven by a desire to contribute, a willingness to be challenged, and whom has a commitment to public service to develop and grow with this organization. Our champion employees are a driving factor for ensuring the City of Bastrop maintains its exceptional small town charm with big city amenities.

The City of Bastrop, nestled in the beautiful Lost Pines Region of Central Texas and just twenty minutes from Austin, serves as the county seat and regional retail center of Bastrop County. As part of a growing community, the City Secretary's department recognizes that providing excellent customer service to the public, City Council, and City personnel is essential.

Under administrative direction of the City Manager, performs administrative duties as custodian of public records for the City of Bastrop. Such duties include, but are not necessarily limited to, ordinances, City Council minutes, resolutions, and contracts. Employees in this class are responsible for preparing for, attending, and recording proceedings of City Council and related administrative meetings, administering municipal elections, and supervising assigned staff. Powers and duties extend to keep the corporate seal, engross all laws, resolutions and ordinances of the City Council, and prepare all notices required under any regulation or ordinance of the City. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. Essential duties and responsibilities may include, but are not limited to, the following:*

Essential Duties and Responsibilities

- Administers the citywide agenda management software by preparing City Council agendas and agenda packets, making all necessary changes after review, preparing and posting agendas for Special, Board, and Commission meetings, and posting and distributing agendas/packets via electronic means, including the City's legal notice bulletin board and city website while remaining in compliance with established law.
- Provides excellent customer service including but not limited to conducting research and providing answers to inquiries from other departments, agencies, City Council, or the public relative to council agendas, meetings, ordinances, and contracts.
- Prepares City Council agenda packets for the Council and staff, organizing, collating, and distributing information and documentation for City Council meetings, recording City Council meetings with meetings, preparing for City Council meetings, committee meetings, and special events including catering arrangements, meeting room preparation, document preparation for signatures, and posting of agendas, preparation and publication of legal notices.
- Manages services and activities of the Office of the City Secretary by attending all public City Council meetings and preparing and preserving accurate official minutes, posting notices of meetings, monitoring and providing information on meetings, certifying City documents, and preparing and maintaining various legal notices.
- Fulfills open records requests for the City according to the Public Information Act and within the guidelines established by the Office of the City Secretary.
- Coordinates and prepares City records and documentation including reports, memoranda, correspondence, ordinances, resolutions, proclamations, policies, municipal service plans and other written materials as needed, and certifies/attests to such as required duties of City Secretary.
- Administers City municipal elections, to include early voting, by staying informed on applicable laws, preparing all legal notices and required documentation for elections, receiving and verifying candidate applications, conducting drawing for position on ballot, receiving and posting election results, overseeing recounts, providing general information to elected officials, and other duties required by law. Negotiates with Bastrop County to administer City election. May administer the Oath of Office to City Officials; is the keeper of the City Seal.
- Manages the City's Records Management program by assembling and organizing both permanent and temporary official records and documentation and ensures compliance with Open Records laws. Administers program, works in cooperation with other departments, provides records management advice and assistance, disseminates information pertinent to records management and maintains inventory and integrity of records. Develops long-range plans related to records storage and retrieval, space and equipment needs. Completes records retention into Laserfiche.
- Administers compliance with Open Records Law responding to Open Record requests within time constraints established by law.
- Manages the flow of information covering Council appointed Board and Commission members and coordinates application and appointment procedures. Provides all necessary support services to the Council. Assists in research, analysis, and evaluation of

programs and projects in response to City Council and the City Manager. Coordinates social and ceremonial events for City Council functions. Responsible for ordering and coordinating meals for Council meetings.

- Responsible for making travel and training arrangements and processing any related required documentation for Council.
- Responsible for selecting and hiring assigned office staff. Plans, coordinates and supervises staff and work activities, projects, and programs to ensure efficient operations and quality customer service. Reviews and evaluates work products, methods, and procedures. Meets regularly with staff to establish a sense of teamwork, plan work, and identify and resolve problems; coordinates staff training and development; administers personnel policies and procedures, completing performance reviews, and resolving personnel matters when necessary.
- Oversees the development and administration of the City Secretary's and Councils budgets by preparing and recommending budget items, coordinating budget requests, monitoring and approving budget expenditures, and monitoring adjustments to the budget. Processes invoices for payment.
- Acts as a liaison between all City Boards and the City Council.
- Establishes and maintains open communications with the City Council, City Manager, Department Heads, City personnel, and the public.
- Regular, reliable, and non-disruptive attendance for the assigned work hours, typically Monday - Friday, 8:00 a.m. - 5:00 p.m., is an essential function of this position, as is the ability to create and maintain professional, harmonious working relationships with others.
- Must be able to attend City Council meetings and other public meetings or social events, often held outside of normal working hours.
- Serves as a Notary for City offices.
- Performs other duties as assigned.

Emergency Management

Serves as "essential personnel" and is required to remain available for immediate call-in due to any natural or man-made disaster, as directed by the City Manager. Must complete all required trainings.

Other Duties

Leave scheduled should be managed so as not to interfere with ability to accomplish tasks, including special meetings, projects, and assignments with deadlines.

Education, Training and Experience Guidelines

- High school diploma or GED.
- Education must be supplemented by college level course work in business, administrative support or related field.
- Five (5) years progressively responsible experience as a City Secretary or Deputy City Secretary preferred.
- Or, related administrative support experience, four (4) years of which shall be in municipal government or a similar institution in a similar position.

- Or, an equivalent combination of the above-described education, training, and experience that demonstrates the ability to perform the role.
- Must have considerable knowledge of municipal ordinances, policies and procedures; knowledge of Council – Manager form of government and state statutes relating to the power and duties of the City Secretary; knowledge of election procedures and law; knowledge of the Open Meetings and Open Records Act; knowledge of modern office equipment methods and procedures; good knowledge of pertinent legislation relating to municipal records management.
- Ability to supervise and manage staff.

LICENSES AND/OR CERTIFICATIONS:

- Texas Municipal Clerks Certification preferred or must have the ability to obtain certification within a specified timeframe.
- Texas Notary Public Commission issued by the State of Texas preferred, or the ability to obtain within three (3) months of hire.
- Valid Texas driver's license with an acceptable driving record to be maintained throughout employment with the City of Bastrop.

Knowledge, Skills, and Abilities

- Thorough knowledge of state laws and regulations as applied to maintenance and protection of permanent official City documents.
- Thorough knowledge of the responsibilities required of the City Secretary.
- Thorough knowledge of file and record maintenance principles and practices, both hard copy and electronic.
- Thorough knowledge of Laserfiche.
- Thorough knowledge of modern office practices and procedures.
- Thorough knowledge of principles of effective administration, to include coordinating, planning, supervision, and scheduling.
- Thorough knowledge of Texas Public Information Act and Open Meetings Act.
- Thorough knowledge of Municipal Election Law and Texas Local Government Code.
- Considerable knowledge of budget development, preparation, and administration principles.
- Considerable knowledge of principles of effective administration, to include planning, coordinating, and scheduling.
- Skill in both written and oral communications for effective expression of concepts.
- Skill in keyboard tasks, taking dictation, and recording and transcribing official minutes.
- Ability to apply analytical and interpretive skills to problem solving.
- Ability to exercise sound judgment and make independent decisions in accordance with established policies and procedures.
- Ability to establish and maintain effective working relationships with supervisor, support staff, and other departments/agencies position interacts with.
- Ability to communicate effectively and persuasively both orally in front of audiences of various sizes and in writing, including preparing presentations.
- Ability to analyze, organize and review work for efficient results and accuracy.
- Ability to exercise discretion in matters of a sensitive and confidential nature.

- Ability to utilize modern office equipment and common applications, such as word processors and database software.
- Ability to add, subtract, multiply, and divide; calculate decimals and percentages.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Most tasks are essentially sedentary, with occasional walking, bending, light lifting (5-20 pounds), driving a vehicle, or other restricted physical activities. Some tasks involve some physical effort, i.e., standing and walking, or frequent moderate lifting (20-50 pounds), minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Some tasks may require sound perception and discrimination.

Some tasks may require visual perception and discrimination.

Some tasks may require oral communications ability.

The City of Bastrop is an Equal Employment Opportunity Employer (EEO) and values diversity in its workforce. As an EEO employer, the City provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Candidate selected will be required to pass a pre-employment criminal history background check and drug screening.

Employer

City of Bastrop (TX)

Address

1311 Chestnut Street

Bastrop, Texas, 78602

Phone

512-332-8812

512-332-8813

Website

<https://www.cityofbastrop.org> (<https://www.cityofbastrop.org>)