



City of Oak Point Job Description

JOB TITLE: City Secretary
DEPARTMENT: Administration
FLSA STATUS: Exempt

SALARY RANGE: \$80,000 to \$95,000 annually
STARTING SALARY: DOQ
EFFECTIVE DATE: March 2025

JOB SUMMARY

Performs the mandated functions and statutory requirements of the office of City Secretary as defined by State law except where City Council has directed otherwise; performs technical, legal and administrative duties in managing, processing and maintaining all official records of the City, prepares and distributes agendas, conducts and/or coordinates municipal elections; provides administrative support to the City Manager.

SUPERVISION RECEIVED

Appointed by and works under the general supervision of the City Manager.

SUPERVISION EXERCISED

The City Secretary shall exercise supervision over the City Secretary-related duties.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following list of duties serves as only a representative summary of the primary duties and responsibilities. The list is **NOT** intended to serve as a comprehensive list of all duties performed by the employee(s) in this classification. The employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as custodian of official City records and public documents; as such, ensures the accuracy of the official records and performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, or other documents requiring City certification; and catalogs and files all City records.
- Attends regular and special City Council, Board, and Commission meetings; performs an accurate recording of the proceedings, prepares minutes.
- Responsible to keep the Code of Ordinances updated with new ordinances as well as keep logs and files of ordinances and resolutions of the City Council.
- Develops, maintains and implements records retention schedules in compliance with State law.
- Prepares and publishes and distributes meeting agendas, bids and other advertisements, and legal notices of public hearings and special meetings.
- Reviews the official documents, adopted resolutions, ordinances, agreements, contracts, meeting minutes and other official records after each meeting and ensures same are executed properly and engrosses and enrolls same.
- Assists with walk-in customers.
- Conducts and/or coordinates City elections and assures compliance with State laws and regulations.
- May accept claims for damages and other legal papers served on the City and forwards to City Manager and/or City Attorney.
- Provides staff liaison services to City boards and commissions as assigned.

- Collects, compiles and analyzes data and information, and prepares and presents reports.
- Interprets and explains City and state regulations to residents, visitors and others having business with the City; responds to requests for information within the scope of authority.
- Assists the Community Engagement employee with the preparation and publishing of the City's newsletter as necessary.
- Perform such other duties as required by law.

Other

- Tactfully respond to requests and inquiries by the general public; refer citizen complaints and questions to the appropriate department or staff member for resolution.
- Provides excellent customer service to internal and external stakeholders.
- Regular and punctual attendance.
- May attend professional development workshops and conferences. May travel to various destinations in and out of the City and may require overnight stay.
- Performs other duties as required by law or as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

A Bachelor's degree in Public Administration, Business, or a related field and a minimum of three years of related municipal government experience is preferred. Texas Registered Municipal Clerk Certification is also necessary; or the willingness to enroll in the TRMC program immediately after employment begins with the goal of achieving this certification within 3 years. Any experience or education that exceeds the minimum requirements may be considered to substitute for experience or education that does not meet the minimum requirements.

Necessary Skills and Knowledge:

- Knowledge of City organization and administration, operations, policies and procedures; and State and Federal laws, statutes, regulations and rules regulating City government administration, open meetings and elections.
- Knowledge of principles and practices of public sector records retention, record keeping and records management, including the ability to accurately record and maintain records.
- Extensive knowledge of personal computer and high proficiency in the use of Word, Excel, Power Point and other related software programs.
- Ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing.
- Ability to read and accurately interpret laws and other regulations relevant to the performance of assigned duties.
- Ability to assess and prioritize multiple tasks, projects and demands.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Able to communicate with difficult customers.

SPECIAL REQUIREMENTS

- Must be bondable.
- Possess or have the ability to obtain a valid Texas Driver's License.
- Notary public certification or willingness to obtain immediately after employment begins
- Must pass pre-employment drug screening test.

PHYSICAL DEMANDS:

For the most part, work is performed in an office setting. The employee may be subject to repetitive motion such as typing, data entry and vision to monitor; extended periods of intense concentration in the review of fiscal and accounting reports; bending, reaching, kneeling, and lifting such as retrieving files, records, and general ledgers.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. Furthermore, this job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice. The City of Oak Point is an Equal Opportunity Employer.

A job application can be obtained from Oak Point City Hall at 100 Naylor Road in Oak Point, Texas or from the City's website at www.oakpointtexas.com. Resumes or other information may accompany applications. Completed applications are to be mailed to City of Oak Point, c/o Finance/HR Director, 100 Naylor Road, Oak Point, Texas, 75068; or e-mailed to dboner@oakpointtexas.com. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.