



DEPUTY CITY SECRETARY

FULL-TIME NON-EXEMPT

A. GENERAL PURPOSE

Provides assistance to the City Secretary including assistance with the following: legal and proper notice of official meetings of the City, notices, ordinances, and elections; maintenance and custodianship of the minutes of City meetings; conduction of City elections; records administration; public information requests; and other duties as assigned. Provides a variety of routine and complex administrative, customer service, and technical work in the administration of municipal government under the supervision of the City Secretary.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists the City Secretary with legal and proper notice of agendas of all official meetings of the City Council and Commissions, notices, ordinances, and elections.
2. Assists in developing and implementing short- and long-range plans, policies and procedures; and exercises discretion in documenting, publishing, and archiving official City records, such as City Council and Commission minutes, ordinances, resolutions, contracts, agreements, correspondence, deeds, and easements, as required by state law regarding records retention and open records.
3. Assists the City Secretary with maintaining the internet publication of the City's Code of Ordinances; administering municipal elections in coordination with County officials; and coordinating board and commission interviews and appointments.
4. Assists the City Secretary with the reproduction, distribution, and archiving of City Council, Board, Committee, and Commission agendas, agenda packet materials, documents, and minutes.
5. Assists with contract management and performs purchasing activities, including tracking departmental expenditures, procuring supplies and materials as needed.
6. Assists and attends City Council, Commission, Board, and Committee meetings as needed,

including those held in the evenings and outside normal business hours.

7. Prepares and preserves accurate minutes for meetings.
8. Distributes ordinances, resolutions, and other documents to various City departments, outside governmental agencies, residents, applicants, and other requestors.
9. Publishes, posts, and mails notices of certain public hearings and ordinances in accordance with state law.
10. Serves as support staff for the Office of the Mayor and City Council and performs related tasks including but not limited to secretarial support for general office duties, liaison between the public and the City Council, and ceremonial functions.
11. Processes public information requests in compliance with Texas Public Information Act.
12. Process TABC applications and manages City Alcohol Beverage Permits.
13. Represents the City at various conferences and meetings.
14. Attends professional development workshops/conferences. Travels to various destinations in and out of the City.
15. Serves as acting City Secretary and assumes all associated responsibilities during the City Secretary's absence.
16. Maintains professionalism while establishing and fostering positive and effective working relationships with those contacted during work.
17. Ability to maintain confidentiality.
18. Performs other duties as assigned.

C. EDUCATION AND EXPERIENCE

Must possess High School Diploma or GED PLUS.

Texas Municipal Clerk Certification preferred or able to acquire certification within three years of hire date.

Graduation from an accredited junior college, college, or university with a degree preferred.

Experience using a variety of software applications, including word processing, spreadsheets and databases.

D. NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Skill in operating the listed tools and equipment.
2. Ability to establish and maintain effective working relationships with employees, City officials, and the general public.
3. Ability to communicate effectively orally and in writing.
4. Ability to type, file, sort documents, and post notices.
5. Ability to handle confidential and sensitive information while maintaining confidentiality.
6. Skill, tact, and diplomacy as liaison between Mayor, City Council, City staff, state, city, and county officials, media, consultants, and the general public.

E. TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; 10-key calculator; phone; copy machine; and tape recorder.

F. SPECIAL REQUIREMENTS

A valid state driver's license.

Notary Public License or ability to obtain license within three (3) months.

Must complete and maintain training in the Texas Public Information Act (PIA) and the Texas Open Meetings Act (OMA) to ensure compliance with state laws regarding public records and open meetings.

While performing the duties of this job, the employee is frequently required to sit, communicate orally, move equipment and documents throughout building. The employee is occasionally required to move around the building and travel to other locations.

The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment, and furniture. Ability to read electronic and paper documents.

G. WORK HOURS

This is a forty hour per week position. Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday except holidays. This is a full-time non-exempt position and eligible for overtime pay under the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL" and pursuant to the needs of the City and at the direction of the City Secretary. Any overtime hours performed must be preapproved by the City Secretary or City Administrator.

H. SALARY

Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the "City of Dripping Springs Personnel Manual."

I. BENEFITS

Benefits shall be in accordance with those outlined in the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL", as may be modified by the employee's offer letter and subsequent revisions to the Manual.

L. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, sexual orientation, military status, veteran status, national origin, mental or physical disability, pregnancy, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. To discuss an accommodation, please contact the Human Resources Director, Chase Winburn at (512) 502-8313.

Please note: *This Position Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*