



Deputy City Secretary

BRIEF DESCRIPTION:

The purpose of this position is to provide detailed administrative support to the Office of the City Secretary, the Employee Success Department, the City Manager's office, and Mayor and City Council in an often sensitive and rapidly changing environment by undertaking administrative and project management responsibilities. This is accomplished by performing administrative duties, providing information to citizens and other City employees, and providing support to boards and committees. Other duties may include posting for and attending public meetings, writing minutes for those meetings, managing records, assisting with municipal elections, managing facility reservations and permitting, processing solicitor permits, cemetery deeds, social media and website maintenance, human resources admin duties (processing applications, background checks, scheduling of drug tests and physicals, filing), assisting with the Special Events application process, processing purchase orders, and interfacing with other City employees and citizens. This position does not provide direction to other employees. This position requires the highest level of teamwork, accountability, and the willingness to independently initiate response to challenges.

*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time without notice.

Send completed application and/or resume to humanresources@levellandtexas.org.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Provides support to Mayor & City Council, boards, and committees by assisting with the preparation of meeting agendas, posting agendas, taking and posting minutes from various meetings, providing support to various committees and task forces and assisting with City elections.
2	L	Manages records by maintaining record control schedules and assisting City departments in complying with the schedules. Assists with ordinance codification. Manages facility reservations and tournament permitting, processing solicitor permits, cemetery deeds, assisting with the Special Events application process, and other duties similar in nature that are assigned to the Office of the City Secretary.
3	S	Assisting with social media and website maintenance, including graphics creation and media release assistance when necessary.
4	S	Assists with confidential human resources admin duties (processing applications, background checks, scheduling of drug tests and physicals, filing), while also providing administrative support to executive level staff by distributing and sending out mail, generating purchase orders, providing customer service and information to the public-
5	S	Assists the public and other employees by answering and referring telephone calls, notifying employees of meetings, answering questions and inquiries and providing information.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	High School diploma or equivalent is required. A post-secondary degree is preferred.
Experience	Minimum three years as an executive level assistant or related field experience in a municipal setting.
Certification and Other Requirements	Valid Texas Drivers License. Acquire certification in the Texas Open Meetings Act and Public Information Act within 30 days of hire. Notary Public Certification within 90 days of hire. Texas Municipal Clerk Certification within three years of hire.
Reading	Intermediate - Ability to read and comprehend papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Managerial	Receives administrative directions. The employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. The assignment may be reviewed upon completion. Performance is reviewed periodically.
Budget Responsibility	Assists with departmental budget preparation upon request.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work requires regular interaction involving exchange and receipt of information.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	At files and office equipment
Sitting	F	Deskwork
Walking	F	To and from files and office equipment
Lifting	F	Supplies, files, boxes
Carrying	F	Supplies, files, boxes
Pushing/Pulling	F	File drawers
Reaching	F	For items on higher shelves
Handling	F	Paperwork, supplies
Fine Dexterity	C	Computer keyboard, writing, mouse, telephone keypad
Kneeling	O	Obtaining files from lower drawers
Crouching	O	Obtaining files from lower drawers
Crawling	N	
Bending	F	Obtaining files from lower drawers
Twisting	F	At desk, obtaining files from lower drawers
Climbing	R	Ladder
Balancing	N	
Vision	C	Computer, reading, assisting customers
Hearing	C	To customers and on the telephone
Talking	F	To customers and on the telephone
Foot Controls	R	Transcriber
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, scanner, fax machine, copier, , ten-key machine, laminator, ID badge printer, Microsoft Office software, Adobe software, Canva and other related software.

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	N	Respiratory Hazard	N	Office Environment X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse
Electrical Hazards	N	Noise and Vibration	N	Shop
Fire Hazards	N	Wetness/Humidity	N	Vehicle
Explosives	N	Physical Hazards		Outdoors
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)				

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	O
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other	



1709 Avenue H / PO Box 1010 Levelland, Texas 79336
Phone 806-894-0113 Fax 806-894-0119

Deputy City Secretary
POSITION DESIRED _____ DATE _____

NAME _____
(Last Name) (First Name) (Middle)

Mailing Address _____
Number Street or Avenue City State
Zip

Telephone No: Home () _____ Cell () _____ E-Mail _____@_____

Do you have any relatives employed by the City of Levelland? Yes No

Department: _____ Their Name(s): _____ Relationship _____

Have you been interviewed by the City previously? Yes No

When _____ What Position? _____ By Whom? _____

Check all types of work you will accept: Full Time Seasonal/Temporary Part Time

When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? : Yes No

If not, provide alien registration number: _____

Have you ever been convicted of a felony: Yes No

Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

Are you able to perform the essential functions of the job? Yes No

If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions? _____

High School or GED _____

College/University: _____
Location Sem. Major Minor Type

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised. _____

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resumé.**

May we contact your present employer? Yes No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Applicant Singature

Date

The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.



Deputy City Secretary

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male
 Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

Newspaper ad Tech school/college placement Employee referral
 Temporary service Recruiter State employment service
 Other _____