

## City of The Colony

# Deputy City Secretary

<b>SALARY</b>	\$67,000.00 Annually	<b>LOCATION</b>	The Colony, TX
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	202200165
<b>DEPARTMENT</b>	City Secretary	<b>OPENING DATE</b>	03/04/2025

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### Job Summary

Under the direction of the City Secretary, the Deputy City Secretary assists in the administration and management of the City Secretary's Office. Responsible for assisting in the coordination of City Council packets, managing local alcohol permits, Elections and researching question. As needed, administers and/or assists with administration of the City Records Management program and Public Information Requests. Ensure an accurate history by maintaining vital and archival records of the transactions of the City. Attends evening meetings as needed. This position is required to perform in an official capacity in the absence of the City Secretary.

### Examples of Duties

- Assume full management responsibility for all services and activities of the City Secretary's Office and other activities as assigned by the City Secretary. This includes development, implementation, and oversight of projects and programs related to administration, Public Information Requests, Elections, Alcohol Permitting, various software management, and other related programs.
- Assist in the preparation of City Council agenda and packets for distribution.
- Manage, maintain, and prepare official documents/records including ordinances, resolutions, contracts and minutes. Must properly maintain and use records software to process official documents acted upon by the City Council and City Manager's Office, which include filing and recording such documents and affixing the City Seal.
- Post agendas and legal notices for Council and Boards and Commissions; and removes, date stamps posted agendas and legal notices.
- Attend evening City Council meetings or meetings held at other times and take the minutes of such meetings in City Secretary's absence.
- Prepare Council Chambers for City Council meetings.
- Assist City Secretary in the coordination of municipal elections, monitors elections procedures and ensure compliance with Texas Local Government and Texas Election Code, Texas Ethics Commission and other election laws, rules and regulations.
- Assist in the preparation of City Council minutes, to include proofreading.
- Manage the alcohol permitting program by confirming applications meet the laws adopted by the City and State. Complete quarterly audits, issue renewal notices, receive payments and issue receipts.
- Oversee property liens/releases while filing documents with the County as well as ensure payments are received, processed, and accurately entered into TRAKIT.
- Oversee staff in responding to Public Information Requests in accordance with the Texas Information Act, ensuring all documents/information conform to the request and all steps taken are in compliance with the Act.
- Publish legal notices by required deadlines and in compliance with the State law.

- Maintain current Boards and Commission member information and update as required. Assists with annual board appointment process and annual Board Appreciation Dinner.
- Assist in the preparation and administration of annual budget, as well as processing and monitoring monthly expenses for the City Secretary's Office.
- Process invoices for the City Secretary's Office.
- Maintain sufficient office supplies for the City Secretary's Office.
- Assist, manage, and actively participate in the development and implementation of departmental goals, objectives, policies and priorities.
- Train, manage, motivate and evaluate assigned personnel. Work with employees to correct deficiencies, reviews work for quality, and administers and approved by City Secretary.
- Participate in training and other professional development to ensure the City receives the highest level of service possible.
- Travel to attend meetings, conferences, and training.
- Perform as a responsible steward of the public, trust and strives for excellence in public service, enhancing the quality of life for all.
- Perform in a civil, respectful manner at all times to management, co-workers and others.
- Perform other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.
- Must be able to sit for extended periods of time, lift and move boxes up to 30 pounds, reach and file in 7' vertical shelves, and be able to bend or stoop to reach the bottom of open shelving system.

## Typical Qualifications

- Knowledge of regulatory requirements, duties and responsibilities of a Texas City Secretary/Municipal Clerk.
- Knowledge of Federal, State, and City laws, rules, regulations, ordinances, and codes governing municipal public records keeping, public meetings, alcohol sales, City Elections, records and information management, technology, and municipal administrative management and practices and procedures.
- Ability to answer questions regarding municipal regulations, ordinances, status of communications, resolutions, and other official actions and assure records are open to the public.
- Knowledge of research, analysis, interpretation and report development of complex administrative issues including legal, financial, and survey data.
- Skill to plan, implement and manage procedures, policies and objectives regarding office activities and operations.
- Skill in organizational and time management skills; prioritizing, tracking, and managing multiple projects, assignments and duties while working with accuracy and detail.
- Provide highly responsible and complex administrative support to the City Secretary.
- Provide administrative support to City Council and City Manager's Office, as needed.
- Ability to make independent judgments to address and solve issues.
- Proficiency in the use of computers and related equipment, hardware, and software. (Adobe, Laserfiche, JustFOIA, Incode, Granicus, TRAKIT)
- Demonstrate skill in word processing, spreadsheets, and email.
- Skill in effective oral and written communications.
- Maintain effective working relationships with city staff, Council and general public.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.
- Serve in the capacity of a Notary Republic.
- Must exhibit tact and discretion and maintain confidentiality.
- Must exhibit initiative and leadership, and the willingness to learn new concepts and methods.
- Must follow departmental policy on attendance.

## Education and Experience

High School diploma required; Minimum of three years' experience in related municipal government work. **Certification as a Texas Registered Municipal Clerk required;** Notary Public Commission required or must obtain within six months of

employment; Must pass pre-employment drug screen, criminal background check, and have a valid Texas Driver license with satisfactory driving record; Some travel required. Preference may be given to individuals with extensive knowledge of the Texas Election Laws, Texas Public Information Act, Texas Open Meetings Act and Records Management.

## Benefits



### **BENEFITS FOR ALL FULL-TIME/PART-TIME REGULAR EMPLOYEES INCLUDE:**

#### **TEXAS MUNICIPAL RETIREMENT SYSTEM**

All full-time employees are participants of TMRS; this is a mandatory contribution. (Part-time regular employees who work a minimum of 20 hours per week are participants of TMRS) The employee contribution rate is 7% per pay period; the City matches the contribution 2-1. There is a 5 year vesting period. Employees are eligible to retire at any age after 20 years of service or at age 60 with 5 years of service.

OPTIONAL RETIREMENTThe City offers employees the option of contributing to a 457 Deferred Compensation Plan and/or Roth IRA's through payroll deduction. The City does not match these contributions.

#### **SOCIAL SECURITY/FICA**

These deductions are matched by the City.

#### **MEDICAL, DENTAL & VISION COVERAGE**

All full-time employees have Medical, Dental, Vision, Life w/AD&D, and LTD insurance coverage paid for by the City. (Part-time regular employees who work a minimum of 30 hours per week qualify for this coverage) Employees have the option of purchasing dependent coverage.

#### **SECTION 125 IRS BENEFIT PLANS**

Employees who have dependent health or any supplementary insurance premiums deducted from their checks are eligible to pay their premiums, "pre-taxed". Pre-taxed flexible spending accounts are also available for health and dependent care.

#### **VOLUNTARY/SUPPLEMENTAL BENEFITS**

Employees have the option of purchasing supplemental benefits through AFLAC and LegalShield.

#### **VACATION**

Full-time employees vacation accrues as follows:

0-5 years	10 days per year
5-10 years	15 days per year
10-20 years	20 days per year
20+ years	25 days per year

Employees are eligible to take vacation after 6 months of employment.

Part-time regular employees accrue vacation leave at ½ the accrual rate of a full-time employee.

#### **SICK LEAVE**

Sick leave accrues at 8 hours per month for full-time employees. (Fire accrues at 12 hours per month) Maximum accrual is 1,040 hours. Part-time regular employees accrue sick leave at ½ the accrual rate of a full-time employee.

#### **SICK LEAVE POOL**

The sick leave pool allows the employees to donate up to 24 hours of sick leave per year (employees must have a minimum of 96 hours of sick leave accumulated before contributing). This pool was created to help employees during a catastrophic injury or illness.

**HOLIDAYS**

Full-time employees receive 14 paid holidays per year. This includes 1 personal floating holiday that may be taken at any time during the calendar year after 6 months of employment.

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|----------------------------|---------------------------------|
| New Year’s Day             | Columbus Day                    |
| Martin Luther King Jr. Day | Veterans Day                    |
| Presidents Day             | Thanksgiving Day                |
| Good Friday                | Day after Thanksgiving          |
| Memorial Day               | Christmas Eve                   |
| Juneteenth                 | Christmas Day                   |
| Independence Day           | Floating Holiday (Personal Day) |
| Labor Day                  |                                 |

Part-time regular employees accrue holiday leave at 1/2 the accrual rate of a full-time employee.

**LONGEVITY**

All full-time employees with more than 1 year of service are eligible to receive longevity pay at the rate of \$10 per month for each month of service. This is paid once a year in November. Part-time regular employees become eligible to receive this benefit after 5 years of service.

**CERTIFICATE PAY**

Some employees may be eligible to receive Certificate Pay in increments of \$50, \$100 or \$125 per month depending upon the type of certification. Certification that is required per the job description in order to be employed is not eligible for pay under this plan.

**TUITION REIMBURSEMENT**

Full-time employees may be reimbursed up to \$300 per semester for college courses. The courses must relate to their job, must have a passing grade of at least a “C”, and obtain Director approval. This benefit may be used after 6 months of employment.

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Provided by the city to help employees and their family members manage life’s challenges by identifying options and making informed choices regarding Counseling Services, Legal Services, Financial Services, and Work/Life Wellness Resources.

**PARK PASSES**

Full-time and part-time regular employees receive a free year round park pass that can be used at Stewart Creek and Hidden Cove Park.

**Employer**

City of The Colony

**Address**

6800 Main St.

The Colony, Texas, 75056

**Phone**

972-625-1756

**Website**

<https://www.governmentjobs.com/careers/thecolonytx>