# JOB DESCRIPTION

**TOWN OF CROSS ROADS, TEXAS**

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| **TITLE:**  **REPORTS TO:** | TOWN SECRETARY  TOWN ADMINISTRATOR | **UPDATED DATE:** MAY 2025  **FLSA:**EXEMPT |
| **SALARY:** | $75,315 - $102,908 |  |

**HIRING RANGE:** $81,315 - $85,611 DOQ

Under the general direction of the Town Administrator, the Town Secretary is responsible for the mandated functions and statutory requirements of the office of Town Secretary as defined by State law except where Town Council has directed otherwise; performs technical, legal and administrative duties in managing, processing and maintaining all official records of the Town, prepares and distributes agendas, conducts and/or coordinates municipal elections; provides administrative support to the Town Administrator. Customer services skills are a must with this position.

The Town Secretary attends meetings of the Planning and Zoning Commission and Town Council. Attendance at the Parks Board or Municipal Development District meetings may be required from time to time. Work is performed under the direct supervision of the Town Administrator.

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.

# ESSENTIAL JOB FUNCTIONS

* Serves as custodian of official Town records and public documents; as such, ensures the accuracy of the official records and performs certification and recording for the Town as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, or other documents requiring Town certification; and catalogs and files all Town records.
* Attends regular and special Town Council, Board and Commission meetings; performs an accurate recording of the proceedings, prepares minutes.
* Responsible for keeping the Code of Ordinances updated with new ordinances as well as keeping logs and files of ordinances and resolutions of the Town 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 the same are executed properly.
* Assists with phone calls and walk-in customers.
* Assists with preparation of Town events.
* Coordinates Town elections and ensures compliance with State laws and regulations.
* May accept claims for damages and other legal papers served on the Town and forwards to the Town Administrator and/or Town Attorney.
* Provides staff liaison services to Town boards and commissions as assigned.
* Interprets and explains Town and state regulations to residents, visitors and others having business with the Town; responds to requests for information within the scope of authority.
* Perform such other duties as required by law.
* Performs other legally permissible and proper duties and functions that the Town Administrator shall assign.

# NECESSARY SKILLS

* Ability to maintain sensitive and confidential information
* Knowledge of Town organization and administration, operations, policies and procedures; and State and Federal laws, statutes, regulations and rules regulating Town 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.

# MINIMUM EDUCATION/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.

# CONDITIONS

* Must pass pre-employment drug test
* Must pass criminal background check
* Must hold a Texas Driver’s License (Class C or comparable)

# PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approximately 95% of work is performed in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Approximately 5% of work is performed outdoors or in buildings that are not climate controlled.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reaching with hands and arms. The employee is frequently required to sit, climb, balance, stoop, kneel, crouch and crawl.

Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must occasionally push, pull, lift and/or carry up to 35 pounds.