



CITY SECRETARY JOB ANNOUNCEMENT

The City of Ovilla, a dynamic, growing city located in Ellis and Dallas Counties is currently accepting applications for a City Secretary. The city has excellent benefits including 80-160 hours of vacation time annually depending on total years of municipal service when hired, 14 holidays and three personal holidays annually, longevity pay, annual vacation buyback program, 100% city funded health insurance for the employee, life, short-term and long-term disability insurance, options for vision and dental, and TMRS retirement 7% with city 2:1 match. Excellent work environment.

GENERAL SUMMARY:

The City Secretary is appointed by the City Council upon recommendation by the City Manager. The City Secretary is a department head and city officer. Responsible for the executive leadership, direction, and management of the City Secretary's Office. Provides secretarial/administrative support to the Mayor, City Council, and City Manager. Performs functions and duties of Municipal Clerk, Records Management Officer, and Elections Manager for the City. Performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the City Manager.

SALARY:

\$66,500 to \$90,000 depending on qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but are not limited to, the following:

- Assists in preparation and/or posts approved agendas and public notices for all City Council meetings as directed by the Mayor and/or City Manager in compliance with the Texas Open Meetings Act
- Assists in preparation and/or posts approved agendas and public notices for all Ovilla Type B EDC, Planning and Zoning Commission, Board of Adjustment, Municipal Development District Board and other city board meetings in compliance with the Texas Open Meetings Act
- Attends all City Council and city board meetings and prepares and preserves accurate official minutes, records, laws, resolutions, ordinances and actions of the City Council and boards as required
- Prepares and compiles resolutions, ordinances, proclamations, reports, memorandums, and agenda materials for distribution
- Maintains all City contracts and agreements
- Attests to, publishes, and posts all legal notices in accordance with law

- Participates in the development and administration of the city secretary's office budget; forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments, as needed
- Establishes and maintains an organized and accurate filing system for the City
- Administers and assures proper filing of Statements of Officer and Oaths of Office as required by state law
- Performs duties as Notary Public for all city documents
- Maintains custody of city seal; affixes to documents and obligations of the City as required
- Prepares correspondence for the City Secretary's Office, Mayor, City Council, and City Manager as required.
- Gives professional and effective assistance to all city departments, city staff, elected officials and the public
- Assists in maintaining the City's website including posting of agendas, minutes, various reports, election information, and general information
- Plans, oversees, and coordinates the processing of claims, subpoenas and summons against the City; delegates the gathering of necessary information; interacts with City Staff and insurance representatives regarding claims
- Maintains the City's Code of Ordinances by tracking ordinances and providing for their publication and distribution; administers in-house updates of the Code
- Responds to questions about municipal ordinances, resolutions, regulations, and other official actions
- Prepares documents and administers the bidding process
- Serves as the official custodian of records for the City; oversees the records management program including records retention, retrieval, and destruction of city records in accordance with the Texas State Library's records management procedures
- Administers and manages the City's public information program to ensure requests for information are handled in accordance with the Texas Public Information Act
- Official Elections Manager for all City elections; maintains a calendar of election events for candidates and City ballot measures, including preparing candidate guidelines, prepares candidate packets, providing information to candidates regarding procedural and disclosure requirements and publishing election notices and results within legal guidelines
- Maintains accurate employment and personnel files
- Processes all workers compensation related claims
- Responsible for new employee orientation, paperwork and employee benefit administration
- Devotes all working time and attention to the affairs of the City
- Ensures all behaviors comply with the City's Personnel Policy Manual Rules and Regulations
- Performs other duties as assigned

MINIMUM JOB REQUIREMENTS:

- Must be a United States citizen
- Must be at least 18 years of age
- Must meet one of the following educational requirements:
 - High School graduate, OR
 - Have passed a general educational development (GED) test indicating a high school graduation level
- Bachelor's degree preferred
- **Minimum of five (5) years municipal administrative/secretarial experience required**
- Texas Registered Municipal Clerk certification preferred. Required to obtain within three (3) years of employment; must maintain during employment.
- Become a Texas State Notary

- Knowledge of municipal budgeting, State of Texas records retention policies/procedures, Texas Public Information Act, Texas Open Meetings Act, Texas election laws, and Texas Local Government Code.
- Must be capable of performing all essential job functions
- Must possess the mobility, vision, hearing and dexterity levels appropriate to work in a standard office setting and use standard office equipment
- Possess and maintain valid, current Texas driver license with acceptable driving record
- Must be customer service and people oriented
- Must be available to work 8:00 a.m. to 4:30 p.m. Monday through Friday and evenings and weekends as required
- Must be skilled in general office procedures, cash handling, typing and computer skills in working with Microsoft Word, Excel, PowerPoint, Outlook and Internet search tools
- Must be extremely organized, be able to maintain confidentiality, have the ability to multi-task and perform simultaneous clerical functions

To perform the responsibilities of this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

Knowledge of:

Modern office procedures, methods, and equipment. Basic municipal government practices and operations. Public relations and customer service practices and procedures. Basic principles and practices of human resources in a public agency setting. Records management and filing principles and practices. Principles of supervision, training and performance evaluation. Municipal budget preparation and maintenance. Computer data entry, filing, and cash handling procedures. Basic utility billing procedures. Proper phone etiquette and message taking procedures. Methods and practices of financial and statistical record keeping and reporting. Pertinent federal, state and local laws, codes and regulations.

Skills/Ability to:

Perform duties under minimal supervision. Ability to be punctual and attend work regularly. Demonstrate effective communication of ideas both verbally and in written form using the English language. Communicate in the English language under strained circumstances. Select, supervise, train and evaluate subordinate employees. Plan, organize, direct and coordinate the work of subordinate employees. Delegate authority and responsibility. Demonstrate basic mathematical ability in addition, subtraction, multiplication and division. Type and operate a computer. Sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate standard office equipment. Become proficient in the use of Fundview software. Learn, correctly interpret and apply laws, codes, policies and procedures related to all city operations. Ability to learn new skills and techniques. Prepare clear and concise reports. Maintain accurate record keeping, organization, and maintenance of files. Perform data entry and inquiry functions at an acceptable level of accuracy and speed. Perform multiple tasks simultaneously, accurately and efficiently and be flexible as priorities change. Ability to maintain a professional, polished manner and a pleasant tone of voice when dealing with the public even in emotional, high stress situations. Possess a high level of customer service and pay strong attention to detail. Effectively interact with coworkers to accomplish work. Work in a stressful environment and get along with the public and co-workers. Show independence and autonomy. Make quick and sound decisions in stressful situations. Effectively meet deadlines. Ability to accept responsibility and account for his/her actions. Understand and follow City/Departmental policies, rules and regulations and carry out oral and written instructions.

HOW TO APPLY:

Submit a cover letter and resume to City Manager David D. Henley at dhenley@cityofovilla.org.