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Looking for a growing city with a great team? We need someone who is engaged in city government/leadership, has a desire to help build and grow a community and who wants to be a part of the leadership team. Rhyme is on the outskirts of the Metroplex and is a community that will grow quickly over the next several years. We currently have just under 2,000 residents with new developments currently under construction in the area, and new opportunities being discussed each month.

We offer a good salary, professional learning opportunities (both internal and through professional organizations), a close-knit team dynamic, supportive work environment, the option to work a four (4) or five (5) day work week, and a workday that will challenge you through a variety of projects.

Our current city secretary has been an integral part of our team, and we need someone who can continue to build on what she has started. If this interests you, we invite you to send your information to either Amanda DeGan, City Administrator at [adegan@cityofrhyme.com](mailto:adegan@cityofrhyme.com) or Shaina Odom, City Secretary, at [sodom@cityofrhyme.com](mailto:sodom@cityofrhyme.com). We urge you to submit quickly as we have a great window of opportunity for the new person to work with the current city secretary for a few weeks to help transfer some of her knowledge about the community.

## THE CITY OF RHOME, TEXAS

### POSITION TITLE: CITY SECRETARY



### SCOPE OF RESPONSIBILITIES

This position is accountable for the administration, monitoring and compliance of services and functions which are legally required by ordinances and applicable state laws. The City Secretary serves as the administrator and custodian of all city records as the Records Manager – including ordinances, resolutions, proclamations, minutes of the City Council and all board and commission meetings. The City Secretary is also responsible for city elections, serves as the treasurer for the city and handles selected payroll functions. This position works closely with the City Administrator on development projects, communicating with staff and other department head positions, handles open records requests, and interacts with our residents/stakeholders each day. Outstanding oral communications and interpersonal skills are essential to be able to meet and communicate in a positive manner with the public.

The position serves as a department head level position, is appointed by the Council and reports to the City Administrator for the day-to-day projects, assignments, and job responsibilities.

### ESSENTIAL FUNCTIONS

The City Secretary manages the services and activities of the Office of the City Secretary. Duties include, but are not limited to, the following:

- Prepare the agenda and agenda packets with City Administrator for City Council meetings
- Attend all City Council and board or commission meetings
- Prepare and preserve accurate minutes for all meetings
- Record, publish, index, maintain and authenticate City Council minutes, ordinances, resolutions and other legal documents of the City
- Post notices of all meetings
- Assist City Administrator in all communication methods with the community (social media, website, etc.)
- Certify and attest to city documents
- Prepare and maintain legal notices and proclamations
- Ability to obtain a working knowledge of each departments functions
- Works closely with the City Attorney's office on various matters
- Ability to maintain confidentiality in a variety of situations
- Ability to attend training events with limited travel requirements
- Interacts with various county offices and officials as needed
- Act as agent for the purposes of serving civil process
- Performs a variety of other related duties as assigned

The City Secretary is responsible for conducting all city related elections. Duties include, but are not limited to, the following:

- Serve as Early Voting Clerk
- Conduct elections with professionalism by staying informed on applicable laws
- Work with County Election Administrator to coordinate use of elections equipment
- Prepare all legal notices and required documentation for elections
- Receive and verify candidate applications
- Receive and post the election results and oversee any recounts
- Provide general information to candidates or elected officials and other duties required by law

The City Secretary is the City's Records Management Officer whose duties include, but are not limited to, the following:

- Manage the City's Records Management program
- Ensure compliance with Open Records laws and respond to Open Records requests within time constraints established by law
- Work in cooperation with other departments by providing advice or assistance
- Disseminate information pertinent to records management
- Maintain inventory and integrity of records
- Develop long-range plans related to records storage and retrieval, space and equipment needs

The City Secretary is responsible for serving as Treasurer of the City. Duties include, but are not limited to, the following:

- Perform selected Accounts Payable/Receivable functions on a daily/weekly basis to include issuing purchase orders, ensuring invoices are properly coded and approved prior to payment and processing vendor payments in a timely manner
- Knowledge of STW or other municipally related financial software packet is preferred
- Experience with journal entries and municipal finance or basic accounting preferred
- Assist in processing and recording incoming deposits into financial software

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to:

- Work effectively with elected officials, co-workers, the general public, and government agencies on all levels.
- Understand, interpret, and apply City ordinances and policies applicable to a wide variety of situations.
- Must be able to meet deadlines in a timely manner.
- Must be able to exercise good judgment, analyze situations and make decisions based on organizational policies and procedures.
- Prepare clear and concise reports, correspondence, and other written materials.
- Must have knowledge of basic office skills and procedures, as well as the Microsoft Office suite of programs.

Possess knowledge of:

- Texas Public Information and Open Meetings Law
- Federal and state election laws
- City codes and ordinances, policies and procedures, and general office practices and procedures
- Effective team building methods and problem-solving techniques.

### **QUALIFICATIONS**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

Must have a high school diploma or G.E.D. Associate, bachelor's degree, or City Secretary Certification is preferred.

#### **Experience:**

Two (2) years of local government experience and AP related duties and two (2) years of experience in typical City Secretary related duties. Knowledge or and/or experience with STW/OpenGov or Incode financial management

systems is preferred.

**License and Certification:**

Must possess or become certified in the Texas Municipal Clerks Certification Program within three (3) years from the date of hire. Must possess a valid Texas State driver’s license and maintain Notary status. Must be bondable.

**Special Requirements**

Must be able and willing to work the hours necessary to accomplish assigned duties; attend evening meetings and/or critical events and activities, as appropriate; and travel out of town as necessary to attend and/or participate in workshops, conferences, seminars, and meetings during work and non-work hours.

**Ethical and Moral Requirements**

As an official of the city, must be of the highest moral and ethical character, and be willing to comply with all applicable laws and regulations, and will be expected to conduct the job functions and outside activities with the highest degree of fidelity, morality and ethics.

**ADA COMPLIANCE**

**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.

While performing the duties of this job, the employee is frequently required to sit or stand in the office, at the counter or in meeting rooms as necessary for extended periods. The position requires frequent use of computers. Occasional ability to lift, carry and put away such items as records and office supplies of moderate weight of up to 40 pounds. Moreover, while the position is largely administrative and supervisory, the employee may sometimes be required to directly participate in other activities, and may be required to stand, walk, stoop, kneel or use hands to operate equipment, objects, or controls; and reach with hands and arms.

Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in an office setting and in the Council Chambers with the need to deal with a wide variety of people.

The noise level in the work environment is usually low to moderate while in the office.

**REASONABLE ACCOMMODATIONS**

The City of Rhome is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Rhome will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.