



DRIPPING SPRINGS  
Texas

## **CITY SECRETARY FULL-TIME EXEMPT**

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### **A. GENERAL PURPOSE**

The City Secretary is a statutory officer of the city, appointed by the City Council. In addition to the statutory duties of the position, the City Secretary serves as director of the City Secretary Department consisting of the City Secretary's Office, Records Management, Mayor/Council Services, Municipal Court, and the Public Information Office. The City Secretary's Office is responsible for the preparation and dissemination of City Council, board, commission, and committee meeting agendas and packets. The City Secretary must attend meetings of the City Council, boards, commissions, and committees, and keep accurate minutes of the proceedings, engrossing and enrolling all laws, ordinances, and resolutions of the City Council. The City Secretary conducts elections.

### **B. SUPERVISION RECEIVED**

Works under the general direction of the City Administrator and Mayor.

### **C. SUPERVISION EXERCISED**

The City Secretary supervises the Deputy City Secretary and Municipal Court & Records Management Clerk. The City Secretary also exercises supervision over city staff regarding records management and public information requests.

### **D. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides legal and proper notice of official meetings of the City Council, boards, commissions, and committees and records their official minutes.
2. Exercises discretion in documenting, publishing, and archiving official City records such as City Council and commission minutes, ordinances, resolutions, contracts, agreements, correspondence, deeds, and easements as required by state law regarding records retention and open records.
3. Maintains lists of approved ordinances and resolutions, and publishes public notices related to them.

4. Attends all City Council and Planning & Zoning Commission meetings and is responsible for the recording of minutes and ensuring public access to live video streaming in coordination with the Information Technology Director. Attends other board, commission, and committee meetings on an as needed basis.
5. Distributes executed ordinances, resolutions, and other documents to various City departments, outside governmental agencies, residents, applicants, and other parties.
6. Publishes, posts, and mails notices of certain public hearings and ordinances in accordance with state law.
7. Administers and conducts municipal elections.
8. Serves as Records Administrator for all City documents adopted by the City Council. Independently directs the maintenance, retrieval, and destruction of City records in accordance with the Texas Local Government Records Act and the City's Records Management Program.
9. Serves as support staff for the Office of the Mayor and City Council and performs related tasks including but not limited to secretarial support for general office duties, liaison between the public and the City Council, and ceremonial functions.
10. Maintains listings and records for City Council, commissions, committees, boards, and staff, such as appointment histories, oaths of office, and attendance records.
11. Coordinates the annual appointment process for commissions, committees, and boards.
12. Prepares and disseminates agendas, agenda packets, and minutes for meetings of the City Council, boards, commissions, and committees.
13. Prepares and presents items for consideration to the City Council, boards, commissions, and committees as directed by the City Council and city administration.
14. Serves as the Public Information Officer related to the Texas Public Information Act and manages requests for information.
15. Maintains City's Code of Ordinances to include internet publication maintenance and other document publication, including but not limited to, budget documents and ordinances, and resolutions.
16. Oversees records organization using server and Laserfiche with the Information Technology Director.
17. Develops and recommends an annual budget for the City Secretary's Office. Upon approval of budget, operates within that budget.
18. Procures, implements, and manages software regarding functions and processes of the City

Secretary's Office, including but not limited to, official city records, agendas and minutes, municipal code of ordinances, department webpage, ethic filings (City Council and contracting parties), board, committee, and commission information, and public information requests.

19. Provides staff training on department software.
20. Acts as Municipal Court Clerk as needed (separate job description).
21. Assists in preparing proclamations, resolutions, and ordinances.
22. Represents the City at various conferences and meetings.
23. Attends professional development workshops/conferences. Travels to various destinations in and out of the City.
24. Other duties as assigned.

#### **E. EDUCATION AND EXPERIENCE**

Must possess High School Diploma or GED and must have more than five years of municipal government experience and comprehensive knowledge of municipal codes, resolutions, ordinances, and applicable State Laws. Must have at least one year of experience as City Secretary, or two years of experience as Deputy/Assistant City Secretary.

Must possess current Texas Municipal Clerk Certification or able to acquire certification in two years.

Bachelor's or Master's degree in Public Administration is preferred, however, certification and three or more years as a City Secretary or Deputy/Assistant City Secretary may be substituted for education.

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

1. Ability to operate the listed tools and equipment.
2. Ability to establish and maintain effective working relationships with employees, City officials, and the general public.
3. Ability to communicate effectively orally and in writing.
4. Ability to type, file, sort documents, and post notices.
5. Ability to handle confidential and sensitive information while maintaining confidentiality.
6. Skill, tack, and diplomacy as liaison between Mayor, City Council, City staff, state, and county

officials, media, consultants, and the general public.

7. Proficient in Microsoft Suite to including but not limited to Word, PowerPoint, and Excel; Adobe PDF Pro; Virtual Meeting Platforms (Ring Central, Zoom, GoTo Meeting, Microsoft Teams); and basic web design related to website maintenance.

## **G. TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; 10-key calculator; phone; copy machine; tape recorder; and fax machine.

## **H. SPECIAL REQUIREMENTS**

A valid state driver's license.

Notary Public License or ability to obtain license within three (3) months.

While performing the duties of this job, the employee is frequently required to sit, communicate orally, move equipment and documents throughout the building. The employee is occasionally required to move around the building and travel to other locations.

The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment, and furniture. Ability to read electronic and paper documents.

## **I. WORK HOURS**

Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday except holidays. This is a full-time exempt position and eligible for compensatory time under the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL" and pursuant to the needs of the City and at the direction of the City Administrator. Any hours performed that are eligible to earn compensatory hours must be preapproved by the City Administrator.

## **J. SALARY**

Salary range is \$75,000 to \$85,00 annually. Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL".

## **K. BENEFITS**

Benefits shall be in accordance with those outlined in the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL", as may be modified by the employee's offer letter and subsequent revisions to the Manual.

## **L. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Lisa Sullivan at (512) 858-4725.

**Please note:** *This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*