



## **Job Description**

### **Job Title: City Secretary**

Created 10/11/2023

#### **General Purpose:**

The City of Cuero, a Home Rule City, is seeking a highly qualified and motivated individual to join our team as the City Secretary. Cuero has a current population of approximately 8,000 residents and a full-time staff of 100 employees. The position of City Secretary plays a vital role in the efficient and effective operation of our local government. The City Secretary interfaces with City department heads to provide various project and/or legal documents and works with the City Manager and Mayor concerning administrative matters, communication documents, and generating meeting agendas.

The ideal candidate will possess excellent organizational skills, attention to detail, and the ability to work in a collaborative professional environment.

#### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: City Manager
2. Other: Mayor and City Council
3. Backs up:

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Serve as the official records custodian for the City, ensuring accurate recording and maintenance of meeting minutes, ordinances, resolutions, contracts, and other official records.
- Prepare and post notices of meetings in accordance with legal requirements.
- Coordinate and manage the City's records management program, including retention and destruction schedules.
- Respond to public information requests and facilitate access to public records in a timely manner consistent with the Public Information Act.
- Assist in the preparation of and distribute City Council and Planning & Zoning Commission, Building and Standard Board, Tree Board, and Zoning Board of Adjustments agendas and supporting materials.
- Attend City Council and Planning & Zoning Commission, Building and Standard Board, Tree Board, and Zoning Board of Adjustments meetings and record minutes of the proceedings.
- Maintain the official roster of City officials and board and committee appointments.
- Maintain the City's Code of Ordinances and recommend updates as needed.
- Coordinate municipal elections and serve as the election officer.
- Attend required training programs and maintain Texas Registered Municipal Clerk Certification

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Proficiency in office management, recordkeeping, and document control.
- Strong understanding of municipal government processes and procedures.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and exercise discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with INCODE and Laserfiche a plus

**MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION:**

- Associates degree in business management or related field, Bachelor's degree is preferred.
- Previous experience as a City Secretary within a municipal government is required, minimum of 3 years.
- A working knowledge of the Texas Local Government Code, Open Meetings Act, Public Information Act, and Texas Election Laws.
- Texas Municipal Clerk Certification.
- Public Notary or obtained within 3 months of hire.
- Valid Texas Motor Vehicle Class C Operator's License.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Officed in climate-controlled environment. Exposure to computer screens, sitting for prolonged periods of time, walking, standing, stooping, bending, kneeling, and lifting up to 20 pounds such as books and stacks of records. Manual dexterity and visual acuity is needed

**CONDITIONS OF EMPLOYMENT**

Must pass pre-employment drug test, criminal history check, and motor vehicle records check.

Please send resume to [citysecretary@cityofcuero.com](mailto:citysecretary@cityofcuero.com)