



CITY OF MULESHOE JOB OPPORTUNITY



CITY SECRETARY

The City of Muleshoe, a progressive community in the South Plains, is accepting applications for the City Secretary position. This position works under the direction of the city manager.

The City Secretary will be responsible for the professional operation of the city office and the supervision of the office employees. The City Secretary will also be charged with the duties of the City Secretary as outlined in the City Charter. This position will have continuous contact with the public and will be required to exercise tact and diplomacy at all times.

This position requires a high school diploma or GED with experience or educational training in accounting principles, as well as administrative skills. Must be bondable; have a valid state driver's license, or ability to obtain one; obtain notary public certification within six months. Required to enroll in the Texas Municipal Clerk Certification Program, if not already certified. This position requires exceptional professionalism, detail oriented, and people skills.

The City of Muleshoe offers a competitive salary and an excellent benefit package. Interested applicants may obtain an application and job description at Muleshoe City Hall, located at 215. S 1st, Muleshoe, Texas, or by visiting the city of Muleshoe website at www.city-of-muleshoe.com. This position is open until filled.

For additional information please contact city manager Ramon M Sanchez, CPM at (806) 272-4528, or at www.rsanchez@muleshoetx.org

The City of Muleshoe is an equal opportunity employer.



JOB DESCRIPTION

CITY SECRETARY

Hours: 8:00 A.M. to 5:00 P.M. Monday thru Friday and other times determined by various meeting times and dates.

Supervisor: City Manager

Job Summary: The City Secretary will be responsible for the professional operation of the city office and the supervision of the office employees. The City Secretary will also be charged with the duties of City Secretary as outlined in the City Charter. This position will have continuous contact with the public and they will be required to exercise tact and diplomacy at all times.

Principal Duties and Responsibilities:

1. Attending regular and special city council meetings; preparation of the minutes and indexing and filing for the public records; and distributes information as requested.
2. Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests to signature or ordinances, resolution, and contracts, easements, deeds, bonds, and other documents requiring city certification; catalogs and files all city records.
3. Prepare, post, and advertise notices of official meetings as legally required. Preparation and distribution of agendas.
4. Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.
5. Administers oath of office to public officials.
6. Administers all City elections in accordance with State law.
7. Maintains and distributes the City's Code of Ordinances.
8. Provide assistance and information to staff and citizens regarding City Ordinances, regulations, etc.

9. Responsible for the City's Accounts Payable and the maintaining of all invoice records.
10. Maintains City employee personnel records. Responsible for City's Payroll and maintaining all payroll records. Also completes all monthly, quarterly, and yearly payroll reports and forwards them to the proper State and Federal agencies.
11. Bank reconciliation.
12. City Investment Officer that secures and maintains sound investment activities for all City funds.
13. Maintains registrations and titles of city owned vehicles. Completes required documents to obtain tags.
14. Notary for various city documents.
15. Contact person for all city insurance, retirement system and workers compensation.
16. Implement and maintain sound accounting practices for all City funds.
17. Responsible for travel plans and reservations for City Council and occasionally other City staff.
21. Preparation and implementation of City annual budget. Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
22. Records retention officer for the city that includes maintaining the retention schedule for stored city records.
23. Supervise and maintain an ethical and professional atmosphere in the office environment.
24. Any other duties as determined by the City Manager.
25. Comply with the philosophy of the City Council.

Equipment to be operated:

Computer, calculator, telephone system, copy machine, postage meter, and other miscellaneous office equipment.

Working conditions:

The job site will be the City Hall in Muleshoe, Texas. Limited amounts of travel will be required to attend meetings, seminars, and conferences.

Physical demands:

Stressful position requires good general health. Requires sufficient physical strength and stamina to lift and carry up to 10 pounds and push, pull or drag up to 25 pounds of documents and other office supplies and equipment. Must be able to stand for extended periods of time. Must be able to sit and enter data into a computer for extended periods of time. Employee must communicate effectively and courteously with customers and other employees in person and on the telephone; answer questions about utility customer service, accounts receivable; read computer screens and printouts; and compute, prepare and balance cash daily. Required to be punctual, efficient, and self-motivated. Must be able to work under pressure and/or frequent interruptions.

Education and experience requirements:

This position requires a high school diploma or GED with experience or educational training in accounting principles, as well as administrative skills. This position requires exceptional professionalism and "people skills."

Special Requirements:

Must be bondable; have valid State Driver's License, or ability to obtain one; obtain notary public certification within six months. Required to enroll in the Texas Municipal Clerk Certification Program.

Selection guidelines:

Formal application, rating of education and experience; oral interviews and references check; job related tests might be required.

Term of employment:

The City of Muleshoe, through its City Manager, reserves the right to terminate or demote an employee appointed to this position or to eliminate this position at any time with or without cause.

The City of Muleshoe is an Equal Opportunity Employer