



Job Description

Job Title	City Clerk/Secretary
Reports to:	Mayor
FLSA Classification:	Exempt
Updated:	September 18, 2023
Salary Range:	\$60,000 - \$80,000 (annualized salary)

Description

Working under the direction of the Mayor, the City Clerk/Secretary for the City of Volente provides senior level administrative support for city officials and provides accountability for the administration, monitoring and compliance of services and functions legally mandated by ordinances, City Charter, and applicable state laws; ensures compliance with the Public Information Act and Open Meetings Act.

Responsibilities

- Works with the Mayor and Committee Chairs to create and post notices, agendas, and meetings minutes for all meetings. Create and deliver packets for each meeting.
- Receives and processes planning, building and development applications in accordance with official policies and ordinances and ensure appropriate coordination with engineering, building inspectors, and city officials.
- Compiles and prepare all necessary data and information to aid the City Council in making decisions; assists the City Council in the coordination, administration and implementation of decisions in regard to requests and problems of municipal concerns
- Researches and assists the City Council in developing and recommending solutions
- Performs full range of accounting related duties, including maintenance of financial records and systems, preparing financial reports, processing financial transactions and assisting in the preparation of annual audits.
- Coordinates and conducts municipal elections, receiving forms and filings, ordering ballots and other supplies, and posting all required election notices.
- Prepares detailed reports regarding office activities, including permits and projects in progress and interacting with consultants and the public.
- Plan and implement effective records management strategy for all media, including paper, electronic and website documents.
- Helps coordinate public works projects, code enforcement and other official activities.
- Interpret and communicate city ordinances and administrative policy to public and officials as necessary.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and improve efficiencies.
- Reviews license and permit applications and consult with appropriate stakeholders
- Supervises and manage the conduct of local elections in accordance with prescribed laws and regulations.
- Serves as primary point of contact for the public, maintaining a detailed call log. Maintain good public relations with the citizens of the community
- Performs other duties as assigned.



Knowledge, Skills and Abilities

- Comprehensive knowledge of the principles and practices of public administration; thorough knowledge of municipal finance practices
- Advanced skills in Microsoft Office products, databases, and Quickbooks
- Advanced ability to create presentation materials
- Ability to write clear and concise reports, memoranda, directives and letters
- Ability to analyze complex problems and develop comprehensive plans
- Ability to establish and maintain effective working relationships with the City Council, Committee Chairs, and the general public.

Education and Experience

- Bachelor's degree with coursework in public administration, accounting or business, and/or related field.
- 2 years' experience and success serving in a senior level administration position
- Moderate experience in a public administration leadership capacity, or equivalent combination of education and experience.

Physical Requirements

- Requires the ability to stand or sit for extended periods of time in the day-to-day functions of the position.
- May require repetitive hand movement and fine coordination in typing documents.
- Must be able to lift, drag, pull, push and carry objects weighing up to 15 lbs.

Note: The above statements are intended to describe the general nature and level of work being performed by the person assigned to the job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and/or physical demands required.

To apply for this position, email a copy of your resume and cover letter to City.Administrator@volentetexas.gov.

