JOB SUMMARY

The City Council shall designate an officer of the City who shall be recommended by the City Manager. The City Secretary serves as Elections Coordinator, Records Management Coordinator, Boards and Commissions Coordinator; Responsible for providing complex and confidential administrative support to the Mayor, City Council, and City Manager.

SUPERVISION

Receives direct supervision from the City Manager. Exercises supervision as directed by the City Manager.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

1. City Secretary Duties

- Agenda Management: plan, prepare, organize, and distribute City Council meeting/workshop agendas; post agendas as required by law; attend meetings and record all official proceedings; preparation of meeting rooms;
- Prepare minutes of City Council meetings, and various boards and commission meetings, process all documents approved by the City Council, to include contracts/agreements, proclamations, ordinances, resolutions, annexations, etc., and attest to documents;
- Serve as a Notary Public and administer oath of office;
- Plan and direct the maintenance, filing and safekeeping of all official documents/records to include liens, deeds, easements, contracts, policies and manuals;
- Prepare public notices ensuring publication requirements are met for legal advertisements of ordinances, bids, public hearings, etc.;
- Responsible for codification of City Code of Ordinances;
- Coordinate and process Public Information Requests;
- Process various licenses and permits;
- Prepare and monitor budget for City Council and City Secretary;
- Update and maintain City website for City Secretary and City Council;
- Development and management of City Secretary’s Office goals and objectives;
- Respond to requests for assistance from employees, citizens, and others;
- Research, compile and analyze data for special projects and various reports;
- Coordinate travel and training for council members;
- Performs other related duties as assigned by the City Manager.

2. Elections Coordinator

- Serve as Elections Coordinator for all city elections;
- Receive, review and certify the accuracy of all petitions;
- Comply with applicable election laws and regulations;
- Coordinate and work with municipalities and officials regarding joint elections.
3. Boards and Commissions
- Serve as Boards and Commissions Coordinator; maintain lists of members of City boards and commissions;
- Notify the City Council of resignations and expiration of board terms;
- Prepare agenda, post notices, attend meetings as required; maintain minutes.

4. Records Management Officer
- Plan, formulate and prescribe basic files management and records disposition policies, standards and procedures;
- Prepare records retention and disposition schedules in cooperation with department heads for City departments; review annually and update/amend as needed;
- Provide records management advice and assistance to City departments;
- Train City personnel in the fundamentals of records management and their duties in the records management program;
- Carry out actions such as destruction and transfers that are required by records schedules;
- Design and manage the operations of a records center for the low-cost storage of inactive records; assure availability of public information from records stored in records center;
- Monitor compliance with standards for filing and storage equipment and supplies in City departments.

MINIMUM QUALIFICATIONS
Education, Training and Experience:
- High School diploma or equivalent is required.
- A Bachelor’s degree from an accredited college or university with major course work in public administration, business administration, records management, or a related field is preferred.
- Public Information and Open Meetings Act training is required.
Minimum of three years previous municipal clerk or executive administrative assistant experience is required. A combination of education and experience may substitute for the minimum qualifications.

LICENSES AND/OR CERTIFICATIONS
- Certification as a Texas Registered Municipal Clerk (TRMC) by the Texas Municipal Clerks Association or work towards attaining certification after the date of hire. Ability to complete and receive certification in this program within three (3) years is required, if no certification exists.

Additional Qualifications:
- Knowledgeable of Federal, state and city laws or ordinances applicable to the position.
- Administrative rules and regulations regarding records management, election administration, archives, open meetings, and public access to information.
- Communicate clearly, concisely, and effectively, both orally and in writing.
- Perform responsible and complex administrative work involving the use of independent judgment and personal initiative.
- Exercise tact and diplomacy, in dealing with the public, and exercise discretion in all communications, ensuring confidentiality of information exchanged.
- Work cooperatively with other departmental employees, City officials and outside agencies.

PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS AND CONDITIONS
- Work is performed in a standard office environment, may require standing, sitting, walking.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to lifting, carrying, bending, reaching, kneeling, pulling, and crouching.
- Must be able to sit for an extended period of time.
- This job is performed in both office and record center environments with frequent exposure to dust, fumes, chemicals, and extreme weather conditions.

Submit resume and application to:
Yost Zakhary
Interim City Manager
3015 Bellmead Dr.
Bellmead, TX 76704
yzakhary@bellmead.com