Summary
We welcome and appreciate your interest in employment with the City of Corpus Christi. We are an equal opportunity employer; no information obtained during the recruitment/selection process is intended for any discriminatory purposes.

Pay, Benefits, & Work Schedule
Grade: 115
Salary: $16.30 - $23.60 Hourly (Dependent on Qualifications)
Department: City Secretary
E-mail: NicolepP2@cctexas.com

ATTENDANCE REQUIRED FOR THIS POSITION ARE AS FOLLOWS:
Non-rotating 40-hour work week, Monday - Friday, 8:00 am - 5:00 pm. Must be available to work additional hours as needed.

Who May Apply?
All persons legally authorized to work in the United States

Overview
The Executive Assistant to the City Secretary provides administrative support to management of the City Secretary’s office and the City Council. Responsibilities include maintaining archival documents related to City Council, prepares the City Council budget and processes various official municipal documents. The Executive Assistant provides excellent customer service to both internal and external customers as it relates to various City business needs.

Responsibilities
- Process Legislative items (ordinances, resolutions, motions, contracts); conduct major research requests/projects for public and staff; prepare the City Council agenda book; and act as back up for filing of corporation documents and posting board agendas to website
- Attend all meetings of the City council and Reinvestment Zone No. 2 and 3 corporations, transcribe minutes and compose archival documents that accurately and concisely reflect actions of the City council, City staff and others involved in the meetings
- Work quickly and under extreme pressure to meet City Council mandated deadlines; post notices of City Council and other meetings in compliance with state law
• Input data into the City’s electronic agenda management program including minutes; codify amendments to the City’s Code of Ordinances - monthly
• Process City Council approved contracts
• Prepare the annual City Council budget and enter into the City’s enterprise resource planning system; provide budget oversight of expenditures during the budget year
• Reconcile accounts, provide quarterly expense reports to the City Council and ensure City Council’s invoices are accurate and paid timely
• Coordinate travel arrangements for City Council
• Maintain records of campaign contributions expenditures by providing reporting forms to ensure elected officials and candidates have accurate information as required by the Texas Ethics Commission and State election laws
• Assist with municipal elections as required by supervisor including but not limited to; editing of ballot wording, inspection of voting machines and verifying candidate petitions for placement on ballots
• Maintain operations of department in the absence of the City Secretary and Assistant City Secretary by acting as lead regarding daily operations, directing staff, responding to City Council members and citizens requests and concerns; provide notary public services and research City’s official records
• Serve as Public Information Act Liaison fulfilling Public Information Act requests in response to which the office of the City Secretary is required to produce documents
• Handle major research request projects for the public and internal staff
• Serve as backup to Executive Assistant and Management Assistant in the Office of the City Secretary to include; receptionist duties, taking minutes, posting of board and commission agendas, receiving and routing Public Information Act requests, claims, subpoenas and lawsuits, and processing payroll
• May be asked to perform other duties as assigned

Qualifications
• Requires Associates Degree
• Minimum of 3 years of experience
A combination of education and pertinent experience may be considered
A valid driver's license is required. Successful out of state candidates must be able to obtain a valid Texas driver's license within 90 days of hire

Other Information:
Benefits

The City offers an excellent benefit package that includes:
- Texas Municipal Retirement System – the City offers a 2 to 1 match. Each employee automatically contributes 7% of their total compensation. The City matches 2 dollars for every 1 dollar you contribute.
- Medical/dental/vision/life coverage for employees and their eligible dependents.
- Vacation – 88+ hours per year
- Personal leave – 40 hours per year
- Sick leave – 96 hours per year
- Voluntary 457b deferred compensation plan
- Seven (7) Holidays
- Flexible Spending Account
- City Employee Health & Wellness Clinic & City Employee Fitness Center
- Learning & Development Academy
- Tuition Reimbursement Programs
- Employee Recognition Programs

Basis of Rating
Application review and the City may also conduct additional skill assessment tests, in addition to the panel interview.

Closing Statement
- Selected applicants must be able to pass a background investigation and a pre-employment drug test.
- Any position that lists a minimum qualification for education level and/or license/certification will require the applicant to provide proof of documentation if selected for hire into the position with the City of Corpus Christi.
In the event of an emergency, employees are required to work to provide for the safety and well-being of the general public, including the delivery and restoration of vital services.

This position is classified as "Safety Sensitive". All employees in safety sensitive positions are subject to random drug testing, pursuant to City policy, HR 15.0 Alcohol and Drug Abuse.

Job opening will close on:
October 27, 2019