Job Title: City Secretary  
Department: Administration  
Reports to: City Council  
Incumbent: Vacant  
Classification: Full Time Exempt  
Date: September 1, 2022

General Purpose:

Under the direction of the City Council and the City Administrator, the City Secretary performs general and specific administrative work, documentation, recording and archiving official records; and acts as the custodian of all municipal contracts. The City Secretary acts as the Chief Administrative Official for Municipal Elections. The City Secretary serves as a point of contact for communication and interpretation of City policy and procedures. The City Secretary maintains official personnel files on all employees. The City Secretary performs items assigned from time to time by the Mayor and City Council for the City of Llano in accordance with established policies and procedures.

In order to meet the needs of elected officials and the general public, the City Secretary must possess excellent written and verbal communications skills; be highly detailed and organized; create a positive impression of the City; and be a point of contact for residents regarding City business.

Duties & Responsibilities

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Generally, any combination of education and experience equal to graduation from High School and at least 5 years administrative experience, including working with elected or appointed boards, is necessary in order to fulfill the functions of the position. The desired minimum qualifications for the position include Certification as a State of Texas Municipal Clerk or completion of certification program within 6 months; and certification as a Municipal Court Clerk or ability to obtain.

The City Secretary also serves as the Public Records liaison for public information requests. The City Secretary exercises independent judgment concerning knowledge of the City's ordinances, regulations and meeting procedures. Due to the relatively small size of City operations, it is expected that the City Secretary act as a liaison and resource to all departments and assist other departments in time of need and emergency. The position of City Secretary is required to implement Council policy as directed.

Desired Qualifications:

Education and Experience:
- Certification as State Municipal Clerk
- Certification as Municipal County Clerk
- Minimum 5 years administrative experience
Essential Duties and Expectations:

The City Secretary’s duties include, but are not limited to:

- Advising elected officials on City related business;
- Works closely with the City Attorney’s office in preparation of official documents;
- Preparing reports, documentation and Council packets for City Council meetings;
- Recording and maintaining official documents of the City including all minutes, agendas, notices, ordinances, resolutions, proclamations, publications and contracts;
- Maintaining, updating, and auditing all employee personnel files;
- Preparing election notices and conducting Municipal elections in compliance with State and Local laws and ordinances;
- Coordinating requests for communication and communication with City Council;
- Acts as custodian of all City documents, agreements, files and records and administers the Records Management Retention Program for the City;
- Responsible for adherence to the Open Meetings Act and the Open Records Act;
- Coordinates Employee Workers Compensation Claims;
- Acts as City of Llano Hiring Coordinator;
- Notary Public; and
- Performs such other duties as may be assigned, or as may be required by State or local law.

Expected results
The impact of the position can be measured in the security and maintenance of all City related documentation, both created and archived. Additionally, the effectiveness of the position can be measured in the positive perception and trust the public has in City government; and a high level of customer service and responsiveness. The incumbent has primary impact on public perception and trust through activities including:

- Maintaining accurate and complete personnel documentation for all employees.
- Maintaining complete historical documents and files for all City Business.
- Taking of accurate minutes and documents related to the transaction of all City business.
- Following through on all requests for public information, documentation, etc. in a timely manner as prescribed by State laws/mandates.
- Providing elected and appointed officials timely, accurate and complete information on various issues or concerns.
- Exercising good judgment and competence when implanting or interpreting City policy.
- Maintaining a cooperative relationship with all City departments.
- Conducting Elections in strict compliance with State law.
- Providing fair, consistent and motivating leadership to staff.