City of Rollingwood, Texas

City Secretary – Job Description and Community Profile

Salary Range: $70,000 – $80,000

The City of Rollingwood is a picturesque community positioned on the west bank of Lady Bird Lake, between the City of Westlake Hills and the City of Austin. Rollingwood abuts the west side of Zilker Park, the site of many festivals, music concerts, and acres of open green space. With just over 1,500 citizens, Rollingwood has a diverse population of residents who love the feel of our close-knit small town. The topography of the neighborhood allows for walkability and the residents enjoy using the streets for exercising, walking dogs and riding bikes. There is no shortage of children playing throughout the neighborhood and everyone delights in the amenities of Rollingwood Park for outdoor recreation on ball fields, playgrounds, and trails. In addition, Rollingwood has a growing commercial district featuring eateries, retail businesses and professional offices, which have helped position Rollingwood as a vibrant community for the future.

The City of Rollingwood is a Type A General Law City where the City Council is the governing body of the City consisting of five elected Council members and a Mayor; with the framework of City Administrator form of government.

City Secretary
The City of Rollingwood is seeking its next City Secretary. The City is looking for a City Secretary with a wealth of knowledge and experience, professional demeanor, and a spirit of innovation with a strong respect for tradition. The City Secretary is an Officer of the City and performs those duties prescribed by the laws of the State of Texas, the ordinances of the City of Rollingwood as well as other such duties as the City Administrator prescribes. Serving as the City’s Records Management Officer, the City Secretary ensures the City complies with the Texas Open Meetings, Texas Public Information Laws, Texas Election Code and other governmental laws and procedures.

This is a full-time, salaried position and hours of work vary based upon departmental needs. The City Secretary is expected to attend regular and special City Council meetings, board and commission meetings and a variety of local, county, state and other meetings and training events. Evening and weekend work may be required as job duties demand and the City Secretary is expected to perform the duties of subordinate personnel, as needed.

Travel
Travel is primarily locally during the business day, although some out of the area travel and overnight may be expected.

THE CITY OF ROLLINGWOOD
Phone +1 (512) 327-1838
403 Nixon Dr, Rollingwood, TX 78746-5512
www.rollingwood.com
Benefits
The City of Rollingwood offers a competitive salary structure. Excellent benefits including 20-year TMRS retirement which is a 2:1 match at 7%, 100% employee paid health insurance, paid holidays, vacation and sick time. Paid training.

Residency
Residency within the City limits is not required.

The Ideal Candidate
- A leader who provides relationship-based leadership and great customer service.
- An active and engaging ambassador for the City of Rollingwood who will establish, maintain, and build upon effective working relationships with appointed and elected officials, citizens, supervisors co-workers, volunteers and local businesses.
- A public servant who makes thoughtful and data-driven decisions.
- A leader dedicated to the principles of transparency.
- A leader who is comfortable with technology capable of implementing and managing electronic records management system and comfortable with the oversight and management of software and systems specific to administration of public meetings; such as computers, audio and visual equipment and an agenda management system.

Essential Functions
1. Plan, coordinate, supervise, and evaluate department operations.
2. Develop policies and procedures mandated by law, to ensure efficient operations of the City, and to implement directives from the City Council and City Administrator.
3. Serve as the custodian of City records. Maintain, update, and preserve all historic, public, and legal records in compliance with the Texas State Library and Archives Commission. Maintain emergency record back-ups and procedures. Periodically review performance and effectiveness and formulate programs or policies to alleviate deficiencies.
4. Administer and oversee City elections in accordance with the Texas Election Code, Local Government Code, in coordination with the Travis County Elections Office, including posting of legal notices, monitoring of candidate filings and inquiries, canvassing of election results coordination and administration of oaths of office.
5. Prepare and file ordinances, proclamations, resolutions and orders of the Council; oversee the codification of ordinances in to the code of ordinances.
6. Coordinate, manage, and oversee the agenda preparation for Council, boards and commission with primary responsibility for the timely posting of public meeting agendas, in accordance with the requirements of the Texas Open Meeting Act and Public Records Act.
7. Direct and ensure that legal notice publications are accurate, processed and published according to the State and local laws and City policies, including but not limited to notices of public hearings, requests for bids and other necessary legal notices.
8. Attend regular and special City Council meetings, Planning and Zoning, Board of Adjustment, Park Commission and Utility Commission meetings. Oversee recording, including live streaming, indexing and preparation of the minutes.
9. Supervise and coordinate the preparation and presentation of an annual budget for the department; direct the implementation of the department's budget; plan for and review specifications for new or replaced equipment.
10. Coordinate and supervise the training, assignment, and development of subordinates.
11. Update and maintain webpages, notices and postings on the City's website.
12. Prepare and submit periodic reports to the City Administrator upon request and prepare a variety of other reports as appropriate.
13. Meet with elected officials, board and council members, law enforcement officials, community and business representatives and the public as needed.
14. Attend or designate personnel to attend conferences and meetings to keep abreast of current laws and legislation regarding local government, open meetings, open records, municipal elections and preservation of city records.
15. Perform the duties of subordinate personnel as needed.
16. Analyze and recommend improvements to equipment and facilities, as needed.
17. Participate in various committees.

**Competencies**
1. Computer and Technology proficiency.
2. Ethical Conduct.
3. Communication Proficiency.
4. Leadership.
5. Stress Management/Composure.
6. Time Management.
7. Problem Solving/Analysis.
11. Personal Effectiveness/Credibility.
12. Teamwork.
13. Initiative.

**Required Education & Experience**
1. Graduation from an accredited college or university with a bachelor's degree in Public Administration, Business Administration or a closely related field from an accredited college or university.
2. Seven (7) years of experience in executive administration, including three years of which must have been supervisory responsibility, in a public sector environment.
3. Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
4. The selected candidate must hold or be able to obtain the Texas Municipal Clerk’s Certification within three (3) years of employment.
5. The selected candidate must hold or be able to obtain a Notary Public certification within three (3) months of employment.
6. Valid Texas Driver’s License and the ability to pass a drug screen.

Preferred Education & Experience
1. Graduation from an accredited college or university with a Master’s Degree in Public Administration, Business Administration or a closely related field from an accredited college or university.
2. Experience in a community similarly sized to Rollingwood who understands team-work and full-service requirements of personnel in small departments.
3. Experience working as a City Secretary or Deputy City Secretary is preferred.
4. Demonstrated ability to foster future leaders is also preferred.

How to apply
Qualified applicants should submit a letter of interest, resume, and completed city employment application via mail or delivery at 403 Nixon Drive, Rollingwood, Texas, 78746, special attention: City Administrator, Amber Lewis, or submit it electronically to Amber Lewis at alewis@rollingwoodtx.gov. Applicants can download the city application from the website, www.rollingwoodtx.gov or can pick up the documents at the Rollingwood City Hall at 403 Nixon Dr, Rollingwood, Texas 78746. Position will close on July 29, 2019.