



CITY SECRETARY

Department: Administrative
Fund: General Fund
Title: City Secretary
Classification: Full/Time Regular
Supervisors Title: City Manager
Pay Rate: Salary

Position Summary:

The City Manager shall appoint the City Secretary and such assistant City Secretaries, as the City Council shall deem advisable. The City Secretary, or an assistant City Secretary, shall give notice of Council meetings, shall keep the minutes of the proceedings of such meetings, shall authenticate by his or her signature and record in full in a book kept and indexed for the purpose, all ordinances and resolutions, and shall perform such other duties as the City Manager shall assign to him or her, and those elsewhere provided for in the Home Rule charter. The City Secretary will also maintain city records and all other duties assigned.

Duties and Responsibilities:

1. Prepares and maintains City Council minutes, ordinances, resolutions and draft agendas of City Council meetings, signs and seals as approved. Prepares, posts and advertises notice of official or public meetings as legally required.
2. Conducts general or special city elections, prepares ordinances, orders elections by ordinance, secures personnel, prepares and certifies candidate petitions, directs election workers and oversees.
3. Prepares and maintains general business and acts as the City's Records Management Officer.
4. Maintains files of official city documents and records, preserves and establishes inventory control as needed or prescribed by law, maintains and distributes code of ordinance, and official documents and licenses.

5. Provides assistance and information to staff, city officials and citizens regarding city ordinance regulations as well as answer citizen requests.
6. Other duties as required by the City Manager.

Equipment/Programs:

Have a general working knowledge in the regular use of personal computers, municipal or business office machines and regular office communication equipment.

Working Environment:

Exposed to office related hazards which could result in injury or impairment. On call status may be needed in routine or emergency situations.

Physical Demands:

Emotional and mental stability, public service and overall good public relations attitude.

Skills:

Must have a High School Diploma or GED, maintain continued education through the Texas Municipal Clerks Association, and office management in a progressively responsible organization or municipality, preferably in local government, with multiple functional areas of utility, taxing or general services work required.

*Revised – 2014
City of Floresville*