

CITY OF SAN AUGUSTINE POSITION DESCRIPTION

Position: City Secretary

Department: City Secretary

FLSA Status: Exempt

Division: Administration

Reports To: City Council - City Manager for Day-to-Day Operations

BASIC FUNCTION

The City Secretary is responsible for administering the duties and activities of the Office of the City Secretary. This position is the custodian of city records, maintains the city seal and is responsible for the control, certification, and authenticity of city documents. The City Secretary also provides administrative assistance to the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Gives required notice of City Council meetings and ensures all public notice requirements are satisfied regarding City Council agenda items as required by Texas Open Meetings laws.
- Prepares City Council agenda packet, distributes to staff, City Council and media, and posts to website and designated posting area.
- Prepares for and attends City Council meetings and takes minutes. Attests the signatures on all ordinances, resolutions, contracts and other documents; monitors the use of the City Seal.
- Prepares resolutions, ordinances and proclamations. Maintains ordinance and resolution numbering and the filing of same.
- Posts ordinance amendments in local newspaper as needed and makes sure ordinances are codified in a timely manner.
- Maintains the City's Code of Ordinances online through Municode.
- Works directly with the City Council; plans travel, provides requested documentation.
- Coordinates contracts, agreements and documents presented at City Council.
- Plan, coordinate and attend various meetings and events.

- Elections Administrator
- Payroll / HR duties
- Perform special assignments as requested by the City Manager and City Council.
- Monitors Vendor / Peddler's Licenses
- All other duties

REQUIRED KNOWLEDGE/SKILLS

City and standard office operations, policies, and procedures; Microsoft Office and/or other office-oriented computer software. Must be able to type minimum 45 WPM with accuracy and be knowledgeable in Microsoft Office; must be bondable; develop and maintain relationships with staff across departments; multi-task, organize and prioritize a changing work schedule to meet needs of department; follow oral and written instructions; effectively communicate both orally and in written form; speak clearly and distinctly; obtain sufficient and essential information; maintain confidentiality; attention to detail and accuracy; take initiative; use judgment and make decisions; organize and plan; problem analysis and problem solving. Ability to create, read, analyze, and interpret reports, technical procedures, and/or governmental rules and regulations. Ability to write reports, other business correspondence and proofread. Must possess a valid driver license; notary public or ability to obtain within 3 months of employment.

EDUCATION and/or EXPERIENCE

High School diploma, plus courses in business from an accredited college or business college would helpful but not mandatory; experience in municipal government helpful not mandatory; *OR* an equivalent combination of education and/or experience.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand or sit for extended periods of time. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; push, pull, and grasp; and perform repetitive motions.

While performing the duties of this job, the employee regularly works in a standard office environment. The noise level in the work environment is usually moderate.