

CITY OF WOODVILLE

Job Description

City Secretary

SUMMARY OF POSITION:

The city secretary shall attend every meeting of the council and ensure accurate posting, recording, and documentation of official city actions and ensure city election procedures comply with state and local regulations. The city secretary shall do and perform all duties required by any other law, ordinance, resolution or order of the city council. The city secretary shall serve as the Director of Finance for the city and be responsible for the methods of bookkeeping used by the city and any of its departments. This position will assist the city administrator with the yearly budget, be responsible for all city banking and investment matters and maintain the general ledger. This position will oversee human resources/personnel for the city supervising all clerical matters relating to personnel, including, but not limited to, employment applications, payroll and withholding, insurance, vacation, sick leave and worker's compensation. The city secretary shall also be responsible for managing the city office and staff.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: City Administrator

Directs: City Hall Clerical Employees

Other: Works closely with the mayor, city council, all city department heads, numerous vendors, state and federal agencies, and with the general public.

EXAMPLES OF WORK:

Essential Duties *

- Serves as secretary to the city council and city administrator and performs such clerical duties as may be required by the city council to include preparing the agenda and information packets for Council meetings in coordination with the city administrator, attending city council meetings, and maintaining meeting minutes;
- Prepares and posts notices of official meetings, public hearings, etc. as required by law;
- Preserves and keeps in order all books, papers, documents, and records of the city, and keep a record of such book, papers and documents;
- Serves as Records Management Officer for all departments of the city – maintains records, system, including creation, receipt, storage, retrieval and disposition of records;
- Maintains custody of all laws and ordinances of the city;
- Maintains custody of the seal of the city and affixes the same to obligations of the city only by order of the city council or city administrator;
- Conducts municipal elections as prescribed by state law;
- Serves as personnel officer for the city and maintains related files and records;
- Serves as purchasing agent for the city and maintains all related files and records;

- Serves as city comptroller, maintains related files and records and prepares and presents financial reports as prescribed by law;
- Responsible for utility billing, collections and account maintenance;
- Countersigns all checks, official documents, and licenses;
- Oversees the city hall clerical employees, hires, trains and discharges those employees when necessary; and
- Subject to emergency call-in and weekend duty, at the discretion of supervisor.
- **Other Important Duties ***
- Performs such other duties as may be assigned.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: general accounting principles; standard payroll procedures; state and federal taxes and reporting requirements; Texas Workforce unemployment reporting requirements; general knowledge of municipal operations and departments;

Ability to: maintain accurate records of official city business; establish and maintain effective working relationships with city officials, other city employees, representatives of other government agencies and other entities, and the general public; learn standard election procedures and law; and to travel for conferences and training related to position.

Skill to: prepare documents and spreadsheets using standard office software; write effectively utilizing current office formats and proper grammar; and operate standard office equipment .

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Bachelor’s degree in public administration, business administration, or a related field, plus at least three years of progressively responsible experience in providing broad-based governmental administrative services;

or high school graduation or its equivalent plus at least seven years of progressively responsible experience in providing broad-based governmental administrative services;

or any equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities required for this position.

CERTIFICATES AND LICENSES REQUIRED:

Must be bondable.

Must obtain Notary Public.