



## **CITY OF HITCHCOCK – VACANCY ANNOUNCEMENT**

### **City Secretary**

**Date: September 10, 2019**

**FLSA: Exempt**

**Compensation: \$50,107.20 - \$62,628.80 DOQ**

**Job Type: Full-time**

**Applications Accepted: Open Until Filled, first round of reviews will be October 10, 2019.**

An Employment Application and Background Release Form may be downloaded online at [www.cityofhitchcock.org](http://www.cityofhitchcock.org). Submit resume and 5 professional references and completed Employment Application and Background Release Form to City Administrator, City of Hitchcock, 7423 Highway 6, P.O. Box 48, Hitchcock, Texas 77563 or by email to [mgelles@cityofhitchcock.org](mailto:mgelles@cityofhitchcock.org). Employment Application and Background Release Form may be downloaded from the City's website at [www.cityofhitchcock.org](http://www.cityofhitchcock.org). You may also obtain an application and release form at City Hall and mail your documents to City Administrator, City of Hitchcock, P.O. Box 48, Hitchcock, TX 77563; or fax to 409-986-6903.

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#### **SECTION I – JOB DESCRIPTION**

**JOB SUMMARY:** The overall purpose and general responsibilities of the job.

To perform the administrative duties of the Office of the City Secretary as set forth by the Texas Local Gov't Code. This position is responsible for maintaining and recording official city documents, coordinating and/or administering municipal elections, coordinate public meetings, and providing support services to the Mayor, City Administrator, City Commission, staff and public; and performs related work as required. Under the general direction of the City Administrator.

**ESSENTIAL JOB FUNCTIONS:** The fundamental duties and tasks that define the job. (The following examples are intended to be illustrative and are not intended to be all-inclusive.)

1. Prepares and compiles meeting packets or supporting documents for agendas as directed by the Mayor and City Administrator for Commission meetings.
2. Posts notices of meetings and workshops for City Commission and other City appointed boards and commissions and updates City's website accordingly.
3. Publishes legal notices in the official newspaper of the City within the appropriate time requirements dictated by state law.
4. Attends and records meetings and prepares meeting minutes for approval by City Commission and other Boards and Commissions of the City.

5. Prepare, preserve and track the actions and records of the City Commission, including ordinances, resolutions, minutes, proclamations, contracts, and deeds;
  6. Ensures that all ordinances are published when necessary and codified in a timely manner;
  7. Attends all other administrative meetings as needed.
  8. Maintains custody of City seal and official records of the City including ordinances, resolutions, minutes of the City Commission, contracts, agreements, etc.; attests to all official documents of the City.
  9. Serves as the Chief Election Official for the City and plans and coordinates City elections.
  10. Oversees the appointment process of Boards and Commissions.
  11. Responds to requests for information and assistance from City Commission, staff and citizens.
  12. Processes open records requests.
  13. On behalf of the City, receives petitions, initiatives, referendums, recall proceedings and applications for office and verifies all applications and petitions.
  14. Coordinates and administers elections and related matters for the City and other agencies as directed.
  15. Administers oath of office.
  16. Prepares reports, memoranda, correspondence, ordinances, proclamation, policies, and other writing materials as needed.
  17. Assists with the annual audit.
  18. Assists in the management and preparation of the budget for the commission.
  19. Administers the issuance of various regulatory licenses in accordance with applicable city ordinances and other regulations.
  20. Verifies bank reconciliations and monthly financial statements.
  21. Verifies bi-weekly payroll assists with dispensing and collection of timesheets.
  22. Serves as backup for processing payroll. (including paying federal taxes, medical premiums, retirement sums, health insurance, and other liabilities, etc., when needed)
  23. Responsible for human resources activity and function for the City.
  24. Responsible for new hire orientations.
  25. Keep knowledgeable of federal and state laws regarding employment, including forms, procedures, postings, and functions of hiring and employment.
  26. Assist with employee and vendor end of year tax reports, W-2's, 1099's, etc.
  27. Performs related duties as assigned.
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## **SECTION II – JOB DIMENSIONS**

### **CONTACTS: Nature of contacts, external relationships, and internal relationships.**

Utilizes tact and diplomacy when dealing with work-related issues. Coordinates between departments in order to obtain information. Provides general or technical information related to records management and official City documents.

Internal Contacts: Constant contact with departmental personnel and other City departments.

External Contacts: Frequent contact with the general public.

### **RESPONSIBILITY: Supervision is given, accountability, safety, budgeting, spending authority, and confidentiality.**

Primary responsibility for posting, recording meetings and maintaining the City's official documents. Job responsibilities include municipal elections and handling of confidential information and documents. Job has a critical impact on City operations and departmental budget administration.

### **DIFFICULTY: Judgment, initiative, and decision-making.**

Judgment is required to accurately and timely complete work assignments. Initiative is required to achieve work goals. Decisions are made regarding policy interpretation, legislative interpretation, project planning, group work schedule, and individual work priorities.

**GUIDANCE: Supervision received and level of independence.**

The employee receives administrative direction when performing the essential job functions.

**WORKING CONDITIONS: Working environment and other conditions of employment.**

Working conditions are primarily in an office environment. Attend evening meetings of the City Commission and other Boards and Commissions as the recording secretary. Requires travel to offsite locations for meetings, appointments, conferences, and training. The employee will be exposed to computer screens and have frequent phone and personal contact with departments, city officials, and public interaction.

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**SECTION III - JOB REQUIREMENTS**

**EDUCATION AND EXPERIENCE: Minimum requirements for formal education and job-related experience.**

Associates Degree from an accredited institution/college or business/vocational school training in secretarial science records management or related field and four (4) years related municipal work experience. Bachelor's degree from an accredited institution/college or university in Public Administration or related field preferred and four (4) years of related municipal work experience with two (2) years supervisory experience; or an equivalent combination of education/or related experience. Possession of or ability to obtain a Texas Municipal Clerk Certification preferred. Must be bondable.

**LICENSE AND CERTIFICATION**

- Must possess a valid Texas Driver's License and have a satisfactory driving record, or ability to obtain a driver's license within 30 days of commencing employment.in good standing required.
- City Secretary Certification by the Texas Municipal Clerk Certification Program (Must possess or obtain within 4 years of appointment date).
- Notary Public Certification.

**SKILLS, KNOWLEDGE, AND ABILITIES: Utilized in the performance of the essential functions of the job.**

- Knowledge of regulatory requirements, duties, and responsibilities of City Secretary.
- Knowledge of Texas Local Government Code, Texas Open Meetings Act, and the Texas Public Information Act.
- Knowledge of document retention and records management
- Knowledge of Texas Election Code.
- Knowledge of Robert's Rule of Order.
- Knowledge of municipal and administrative management practices and procedures
- Knowledge of secretarial and administrative practices
- Knowledge of proper English usage, spelling, grammar, and punctuation
- Skill in verbal and written communications
- Proficient in the use of computers and related equipment, hardware, and software (Word, Excel, PowerPoint).
- Ability to represent the City in a professional and effective manner
- Ability to establish and maintain effective relationships with Officials, co-workers, the general public and outside agencies

- Deal in a fair and courteous manner with a variety of individuals in person and through all types of communication including phones, email, faxes, etc.
- Ability to demonstrate consideration of others regardless of ethnicity, gender, beliefs, or personal style.
- Ability to read, comprehend, and interpret for others City codes and documents
- Ability to listen actively and demonstrate understanding
- Ability to demonstrate competence and interest to the general public, citizens, and/or customer departments
- Ability to fulfill requests or otherwise provide services, accurate information, or assistance in a courteous and timely manner
- Ability to present a "positive image" of the city
- Ability to safeguard sensitive or confidential information from intentional or unintentional disclosure
- Ability to maintain an accurate and legible record of official city business.
- Working knowledge of the City's financial management software, INCODE.

**PHYSICAL DEMANDS: The physical requirements associated with the performance of the Essential Job Functions.**

Physical requirements include carrying/lifting 5 lbs. and occasionally pushing/pulling up to 10 lbs.; visual acuity, speech, and hearing; hand-eye coordination and manual dexterity necessary to operate a telephone, computer keyboard, basic office equipment; subject to carrying, lifting, twisting and reaching to perform essential job functions.