

Job Description

Job Details

Job Title: City Secretary

GENERAL DESCRIPTION:

The City Secretary oversees daily operations of the city. The City Secretary is responsible for the preparation and dissemination of the Board of Aldermen meeting agendas and packets; must attend Board of Aldermen meetings and keep accurate minutes of the proceedings, ordinances, and resolutions. This office is responsible for overseeing elections and is the City's Records Management Officer.

ESSENTIAL DUTIES:

- Coordinates with the technical preparation, recordation, and transcribing of proceedings of official meetings and public hearings of the Board of Aldermen, attends all Board meetings and assures the accurate completion of required minutes in a timely fashion.
- Coordinates with the technical preparation, recordation, and transcribing of proceedings of official meetings and public hearings of the Planning Commission, attends all Planning Commission meetings and assures the accurate completion of required minutes in a timely fashion.
- Maintains the official records and files of the City that includes all Board of Aldermen minutes, agenda, ordinances, resolutions, deeds, easements, plats, contracts, and historical information.
- Serves as the custodian of the City corporate seal and attests Mayor's signature on all official documents.
- Drafts Mayoral proclamations and arranges official appearances of the Mayor at local and regional events.
- Develops and oversees the City Budget.
- Responsible from Human Resources duties such as payroll, employee records, conducting disciplinary actions, polices, and benefit analysis.
- Accountable for all financial recordkeeping; works with auditors to ensure proper use of public funds.
- Serves as the Emergency Management Coordinator for the City of East Bernard. Responsible for ensuring FEMA compliance, coordinates emergency response efforts with other first responder agencies, drafts emergency response plans, works directly with other Wharton County Emergency Management Coordinators on the Countywide Emergency Response Team
- Serves as the chief election official for all City elections and coordinates with Wharton County Election Administrator to ensure proper compliance to state laws and regulations.
- Creates and manages Requests for Proposals and Qualifications; receives bids and attends bid opening; ensures City follows all laws and regulations of bid submittal
- Serves as Grant Coordinator for the City of East Bernard; ensures compliance within different grant programs, seeks new grant opportunities, and serves as recordkeeper for all grant documentation.
- Reviews and processes all open records requests received.
- Provides public access to municipal records and other information.
- Posts all legal notices and agendas

- Responds to inquiries from businesses, customers, and general public; interfaces and communicates with the public using tact and diplomacy; interprets a variety of instructions furnished in written, oral, diagram or schedule form.
- Retains a diverse, well-qualified and productive workforce that can provide quality services to the citizens of East Bernard.
- Administers employee benefits, workers compensation, recruitment, salary information, training, and all safety education.
- Oversees pool management and ensures proper operation of the facility.
- Supervises the construction, maintenance, and operation of park facility and program.
- Serves as Secretary for the East Bernard Chamber of Commerce; ensures the relationship between the City and Chamber remains intact for the betterment of the community.
- Implements software upgrades and training of software use.

COMPUTER SKILLS AND SOFTWARE USED:

- Windows Operating System--use of Microsoft Office, Word, Excel, etc.
- NetData Court Software
- Quickbooks Accounting Software
- RVS Utilities Management

EDUCATION, EXPERIENCE, AND CERTIFICATIONS:

- Four year Bachelor's degree or equivalent experience preferred
- Over three (3) years of related experience in City Government/Elections preferred
- Notary Public within one month of employment required

CONDITIONS OF EMPLOYMENT:

- Must meet requirements to be bonded
- Background check is required

PHYSICAL DEMANDS:

- Must be able to talk and hear
- Must be able to type
- Required to frequently stand, sit, kneel, crouch
- Required to occasionally lift/move up to 25 pounds

WORK ENVIRONMENT:

- The job is performed in an office setting. The noise level is relatively quiet.

SAFETY REQUIREMENTS:

- The employee must become knowledgeable of all safety policies and procedures in place for the city.

This job description may change at any time as directed by the Mayor of Board of Aldermen.