



JOB DESCRIPTION

Salary: \$76,000 to \$101,000 depending on experience

Position is a Regular Full-time position eligible for all City Benefits.

City Secretary: The City Secretary is responsible for preparing and posting agendas for City Council meetings in accordance with State Law. This role also serves as executive secretary for the Mayor and City Council. Some additional responsibilities of the City Secretary include, recording official City Council minutes, ordinances, resolutions, proclamations, and other related business. Additionally, the City Secretary administers the City's records management system, coordinates city elections and may function as the public information officer for the City. The City Secretary Reports to the City Manager per the Charter.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (Individual duties, assignments and responsibilities required of the position)

- Prepares agendas for City Council meetings and posts agendas in accordance with state laws.
- May prepare and post agendas for other City committees or commissions as needed.
- Records minutes of City Council meetings and other various city committees and commissions.
- Administers the records management retention program for the city.
- Assists in budget preparation.
- Answers official correspondence.
- Coordinates City elections.
- Responsible for adherence to Open Meetings Act and Open Records Act.
- Oversees the storage and retrieval of city records.
- Receives and addresses citizen complaints or questions.
- Performs other related duties as assigned by the Mayor and Council or as requested by the City Manager

- Performs other duties required by law, ordinance, or resolution.

EDUCATION AND EXPERIENCE: (special training, certifications, college degree, etc.)

- A minimum of five (5) years' experience as a City Secretary or Assistant City Secretary is required; a college degree or a Certified Public Management (CPM) designation is desirable.
- Experience with DocuWare preferred.
- Texas Registered Municipal Clerk certification is required. Valid Texas driver's license required.

KNOWLEDGE, SKILLS, AND ABILITIES: (technical, communication, interpersonal, etc.)

- Applicable laws, ordinances, regulations, and resolutions related to city business
- Functions and activities of all city department as they pertain to City Council actions and record keeping
- Records storage, retention, and disposition in accordance with guidelines relating to municipal records.
- Knowledge of Microsoft Word and Microsoft Excel preferred.
- Effectively assist the public
- Make administrative judgments; maintain accurate records of official city business
- Prepare records, reports, and correspondence neatly and professionally
- Operate a variety of office machines
- Accurately type 60 words per minute
- Establish and maintain effective working relationships with co-workers, city officials and the general public
- Demonstrate proficiency in both oral and written communication
- Maintain records and files with precision and accuracy
- Maintain appropriate necessary certifications
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

WORK ENVIRONMENT: (overtime, travel, physical demands)

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature, and air conditions.
- Travel required as outlined in annual business plan in addition to ad hoc events identified.
- The work environment characteristics described here are representative of those an employee encounters while performing 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 sit
- Use hands to finger, handle, or feel objects, tools, or controls
- Reach with hands and arms; and talk or hear.
- The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee is frequently required to stand, walk, and climb or balance.
- The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.

To apply for this position, please contact: HR@lagovistatexas.gov