

# City of Strawn

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## City Secretary

### JOB SUMMARY

This position is responsible for planning, organizing and managing the operations of the Office of the City Secretary.

### MAJOR DUTIES

- Manages City Council meeting activities; collects and conducts initial review of agenda items; prepares agendas and meeting notices; attends meetings and records minutes; finalizes ordinances and resolutions for the record; ensures the publication of minutes, ordinances and resolutions.
- Provides administrative support to the Mayor, City Council
- Responds to open records requests from the public and attorneys; ensures that protected information is redacted from records before being provided as required by law; trains city departments on open records procedures and monitors timely compliance with state law; responds with requests are denied. Provides information on Open Meeting Laws and compliance to city staff as well as members of the City Council, boards, and commissions
- Serves as Municipal Election Administrator, coordinates municipal elections through the County; prepares all election information for council candidates, election orders, resolutions, notices, and other pertinent documents; coordinates with the City Legal department to ensure conformance with election and government code; and receives and files all campaign financial reports; coordinates the Canvass of Election Results; arranges the swearing-in of newly elected council members and board members; updates city website with current election information, campaign forms, as well as current and historical election results, campaign finance reports, and election history.
- Organizes and maintains city records; provides documents for officials and departments as requested; maintains the city's permanent documents, including agendas, minutes, legislation, leases, contracts, easements, election records, vehicle titles, etc.; disposes of documents in a timely and appropriate fashion based on Texas retention schedules.
- Attests, publishes, indexes, records, and files contracts, deeds, liens, legal notices, minutes, ordinances, resolutions, and other official city documents.
- Maintains the City Seal and affixes the seal to all appropriate documents; authenticates, by signature and seal, ordinances, resolutions and proclamations.

- Receives and files claims and/or lawsuits against the City; accepts subpoenas; records legal documents of the City.
- Receive and maintain all documentation required for bid openings. Conduct and document all bid openings.
- Arranges meetings, workshops, retreats and receptions.
- Coordinates public hearing, budget meeting, and other required public notices.
- Coordinates, directs and organizes the posting of all legal notices, agendas, and publications, on the City's website.
- Serves as custodian of City Council records.
- Prepares and administers the hotel/motel occupancy tax fund grant contracts. Verifies projects for eligibility. Ensures that all reporting data and applications are properly filled out. Processes requests for payments and monitors performance measures.
- Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Ensures city ordinances are codified and updated.
- Acts as Records Management Officer for all city records.
- Notarizes documents.
- Participates in Municipal Clerks professional organizations; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal government.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of open records laws and public information laws.
- Knowledge of state and federal election laws.
- Knowledge of insurance management principles.
- Knowledge of risk management principles.
- Knowledge of records retention guidelines.
- Knowledge of computers and job-related software programs.
- Skill in the maintenance of files and records.
- Skill in problem solving.

- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The City Administrator assigns work in terms of department goals and objectives. The City Council reviews work through conferences, reports and observation of department activities.

#### GUIDELINES

Guidelines include the Texas Municipal Law and Procedure Manual, the Texas Local Government Code, the City Code of Ordinances, Texas Alcoholic Beverage Commission regulations, Texas State Library and Archives retention schedules, the City Charter, and state and federal employment law. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

#### COMPLEXITY / SCOPE OF WORK

- The work consists of varied management and administrative duties. The variety of tasks to be performed contributes to the complexity of the work.
- The purpose of this position is to direct the operations of the City Secretary's Office. Successful performance contributes to the efficiency, effectiveness and propriety of a variety of city functions and operations.

#### CONTACTS

- Contacts are typically with coworkers, other city employees, elected and appointed officials, representatives of other municipal governments, attorneys, vendors, representatives of community organizations, business leaders, candidates for election, judges, members of the news media, and the general public.
- Contacts are typically to exchange information, negotiate matters, resolve problems, and provide services.

#### PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee frequently lifts light objects.
- The work is typically performed in an office.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over staff as assigned

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with five years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain a Texas Registered Municipal Clerks Certification within 3 years.
- Possession of or ability to readily obtain a Texas Notary Public Commission.
- Ability to be bonded.