

JOB TITLE: Assistant City Secretary

JOB NO: AS071116

JOB FAMILY: Administrative/Specialist

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform a variety of responsible and confidential administrative and secretarial duties in support of the City Secretary's office and the Mayor's office; and to provide general information and assistance to the public.

SUPERVISION

General supervision is provided by the City Secretary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Prepare agenda for City Council meetings; participate in assembling City Council agenda packets; assemble packets for Staff agenda meetings.
3. Draft minutes of City Council meetings; take and transcribe notes from various meetings.
4. Maintain ordinances and resolutions; record information in various logs and databases; distribute copies as required.
5. Participate and assist in the administration of the City Secretary's office; assist in the preparation of the department's annual budget.
6. Participate in performing a wide variety of responsible and confidential secretarial and administrative duties for the City Secretary's office and the Mayor's office.
7. Screen calls, visitors and mail; respond to requests for information and assistance; assist in resolving citizen concerns and complaints.
8. Prepare and compile a variety of correspondence as required; publish and post notices as required.
9. Assist in the organization of a records management program; serve as records liaison for the City Secretary's office; initiate and maintain a variety of files and records for information; maintain manuals and update resource materials; work with all City departments to coordinate records for transfer/destruction.
10. Assist in the preparation and compilation of documents necessary in the administration of the annual General Election.
11. Able to work overtime as needed.

OTHER DUTIES AND RESPONSIBILITIES

1. Assist in researching and compiling data for special projects.
2. Set up meeting rooms for council meetings as required.
3. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Five years of increasingly responsible secretarial and clerical experience; type 55 wpm.

LICENSES AND CERTIFICATES

Possess or obtain Notary Public Certification from the State of Texas within one year from date of hire.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Applicable State and Local laws.

English usage, spelling, grammar and punctuation.

Practices and procedures involved in organizing various types of records and information.

Modern office procedures, methods and computer equipment including Microsoft Word, Microsoft Excel and Microsoft Access.

Business letter writing.

Advanced principles and procedures of record keeping.

Skill in:

Typing and transcribing a variety of correspondence and notes of meetings.

Operating various types of office equipment including typewriters, facsimile machines, photocopiers, adding machines, dictaphone and computers using Microsoft Word, Microsoft Excel and Microsoft Access.

Coordinating and maintaining a records management program.

Ability to:

Pursue a course of study leading to certification from the Texas Municipal Clerks Certification Program as a Texas Registered Municipal Clerk and maintain certification.

Perform responsible secretarial work involving the use of independent judgment and personal initiative.

Work cooperatively with other departments, City officials and outside agencies.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Compile and maintain extensive records.

Maintain confidential data and information for executive staff.

Independently prepare routine correspondence and memorandums.

Work independently in the absence of supervision.

Take and transcribe dictation at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative-working relationships with those contacted in the course of work including City officials, management staff, employees, and the general public.

Pass a medical physical examination and drug test.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Operating assigned equipment*
- *Communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *Sitting for extended periods of time*
- *Operating assigned equipment*
- *Filing records and occasionally lifting objects up to 34 lbs.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: March 2002; January 2004; December 2008