

Job Description for: City Secretary

Position is appointed by the City Council and serves as the records custodian for the municipality. Plans, directs, manages, and oversees the activities and operations of the City Secretary's office, including serving as liaison between the City Council and the public. Serves as an executive secretary/official to the Mayor, City Council and City Administrator; provides highly responsible and complex administrative support; assists the City Administrator in making operational decisions including interpretation of policy, law, and ordinances. Position assists Boards and Commissions when necessary; performs related duties as required. Position involves confidentiality with diplomacy.

Requirements

Duties Include, But Are Not Limited to the Following:

- Prepares and manages agendas and packets as directed by the Mayor and City Administrator for the City Council. (Assists Boards and Commissions when necessary).
 - Composes and compiles supporting documents for agendas, posts meeting notices, including to the City's website.
 - Attends morning and evening meetings and prepares meeting minutes for approval by City Council and assists with Boards and Commissions of the City when needed.
- Publishes all required legal notices in the official newspaper of the City within the appropriate time requirements dictated by state law.
- Certifies, executes, and maintains records, filing, drafts and correspondence for Mayor, City Administrator, and other city officials.
- Certifies, executes, and maintains custody of city seal and official records of the City including ordinances, resolutions, minutes of the City Council, contracts, agreements, etc.
- Responsible for bi-annual codification updates to the City's Code of Ordinances.
- Serves as the Official Records Management Officer for all City documents; ensures City is compliant with State Law Record Retention.
- Receives on behalf of the City petitions, initiatives, and referendums, recall proceedings and applications for office, and verifies all applications and petitions.
- Assists the City Administrator and other departments with projects and customer service as needed.
- Assists the City Administrator with contract monitoring and special projects as needed.
- Responsible for application process of Peddlers, Solicitors and Canvassers.
- Must work some evenings.
- Must have the ability to communicate effectively with the public.

Public Information Requests

- Receives and processes all public information requests of the City, pursuant to Chapter 552 of the Texas Government Code.

Municipal Elections

- Responsible for conducting and coordinating municipal elections and related matters for the City with other agencies as directed.

Required Education, Degrees, Certificates, and/or Licenses:

- Bachelor's Degree preferred, plus two years of full-time experience in performing a responsible and complex administrative capacity in a municipality. Administrative capacity is work where primary duties (requires over 50 percent of the employee's time) consists of performing administrative tasks of an office).
- Become a Texas State Notary.
- Possession of a valid Texas Driver's License.

Salary & Benefits

- Salary up to \$20.82 per hour, depending on experience.
- The position includes health insurance, dental and vision, TMRS Retirement, paid holidays.

Residency

- Residency within Haskell County will be required.
- This position is not a remote position.

References & Background Checks

The finalists for the position will undergo background checks that may include:

- Criminal records
- Education completion
- Drug testing
- Professional references

How to Apply

Submit a cover letter, resume, and references by October 26, 2021.

Submit cover letter, resume, and references electronically to hr@haskelltexasusa.com

Or mail information to the following address:

City of Haskell
Human Resources
PO Box 1003
Haskell, TX 79521

www.haskelltexasusa.com