

# **CITY OF WHITEWRIGHT**

## **JOB DESCRIPTION**

### **JOB TITLE: City Secretary/Office Manager**

#### **GENERAL SUMMARY**

Perform a wide variety of specialized duties as City Secretary and Office Manager. The City Secretary/Office Manager administers the activities described in Section 22.073 of the Local Government Code; provides administrative support to the Mayor and City Council; serves as the City's public information officer; administers all municipal elections in accordance with state law; and manages the human resources responsibilities for the City, including supervision of City Hall staff.

#### **SUPERVISION**

The City Secretary is under the direct supervision of the Mayor.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Administer the preparation, publishing, posting, and distribution of City Council and Mayor agendas and agenda packets within the guidelines of the Open Meetings Act.
2. Attend meetings of the City Council and Mayor and prepare official minutes; follow through on items acted upon by the City Council.
3. Prepare ordinances, resolutions, proclamations, reports, and memoranda for agenda items; attest to, publish, and/or post ordinances and resolutions in accordance with law.
4. Maintain current and past legislative history of City Council actions, including ordinances, resolutions, contracts, deeds, and other city records; index City Council minutes and code ordinances; retain minutes and recordings of all meetings of City Council; provide research and reference services to the Mayor, City Council, city staff, and the public.
5. Design, administer, and implement a City Records and Information Management Program; administer and coordinate the records management program to include document imaging, record retention, and record management systems.
6. Maintain the City of Whitewright Municipal Code and provide for its updates, subscriptions, and distribution of supplements.
7. Execute official City documents, attest and/or acknowledge signer of legal documents, administer oaths and affirmations, maintain the custody of the official seal.
8. Coordinate the collection, recording, and processes of documents related to annexations, and file results in accordance with state and federal requirements.

9. Administer all municipal elections in accordance with state law.
10. Serve as the City's Public Information Officer, and ensure timely response to open records requests.
11. Administer and manage the City's human resources activities, including but not limited to performance management, compliance with regulatory concerns, policy development and documentation, and compensation and benefits administration.
12. Supervises City Hall staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
13. Supervises the activities of the Whitewright City Hall, which includes planning, developing, coordinating, administering, and evaluating workflow, processes, procedures, systems, and standards and ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards.
14. Serve as the general accountant of the City, and keep regular accounts of the City's receipts and disbursements.
15. Perform other legally permissible and proper duties and functions the Mayor or City Council may assign.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. Collect, sort, and process incoming and outgoing mail.
2. May serve as a Notary Public; notarize a variety of documents related to City business.
3. Prepare and mail check requests for refunds to various municipalities and the public.
4. Maintain a records filing system.
5. Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS DESIRED**

### **EDUCATION AND EXPERIENCE**

Associate's Degree in General Business Administration, Public Administration or related field.

Five years experience as a City Secretary or Deputy City Secretary.

Certification by the Texas Municipal Clerk's Association.

### **LICENSES AND CERTIFICATES**

Possess or obtain Notary Public Certification from the State of Texas upon assignment. Possess or obtain NIMS Certificates in 100, 200, 300, 400, 700 and 800.

## **COMPETENCIES**

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

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Theory, principles, practices and techniques of records management; records retention, preservation, protection and archiving; purchasing and bidding; municipal budget preparation and administration; general office procedures and practices; and City codes and ordinances.
- Applicable state and federal laws and regulations governing the administration and operations of a municipal agency.
- City functions and associated management.
- Organization and functions of an elected City Council and Mayor.
- The Texas Open Meetings Act and other regulations governing the conduct of public meetings.
- The Texas Public Information Act and other regulations governing public records.
- Federal and state election laws.
- Principles and practices of public personnel management, including the city's personnel rules and policies.
- Principles and practices of effective leadership and management, sound business communication, and techniques of effective public relations.

**Ability to:**

- Plan, integrate, and administer a records management system, and be able to use MS Office.
- Record, publish, index, and maintain meeting minutes, ordinances, and resolutions.
- Perform complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
- Understand, interpret, explain and apply local, state, and federal laws and regulations governing the conduct of city operations.
- Evaluate, develop, and implement management systems, policies and controls.
- Exercise expert, independent judgment within general policy guidelines as established by the Mayor and/or City Council.
- Prepare clear, concise and comprehensive correspondence, reports and other written materials.
- Establish and maintain effective working relationships with the City Council, Mayor, all levels of city management, other governmental officials, community and civic organizations, employees, the media and the public.
- Exercise tact and diplomacy in dealing with highly sensitive political public policy, community, and employee issues and situations.
- Pass a medical physical exam (depending on position), drug test, criminal history background employment verification check.
- Ability to become Bonded through the City of Whitewright.
- Ability to, effectively manage all functions of the front office including staff scheduling.
- Ability to perform assigned duties effectively.
- Ability to communicate verbally via telephone.
- Ability to interpret written and oral forms of instructions.
- Ability to use good judgment and remain calm in high-stress situations.
- Ability to function efficiently throughout an entire work day.
- Ability to read and understand English language manuals, laws and regulations.
- Ability to verbally communicate effectively with staff, the public and officials.
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such.
- Ability to maintain City Hall office hours and attend City Council and board meetings.
- Ability to review and analyze permit requests, ordinances and regulatory matters.

## **PHYSICAL REQUIREMENTS / WORK ENVIRONMENT**

Bending/Stooping

Twisting at the waist

Squatting/Crouching

Reaching above the shoulder

Occasionally lifting and carrying up to 25 pounds.

Work is typically performed in a standard office environment, but may include working in an outdoor environment, with the potential exposure to adverse weather conditions.

Requires the observance of normal business hours, as well as frequently requiring the performance of necessary services outside normal business hours.

Standing and sitting for long periods.

Maintain presence during City Hall office hours.

Verbal communication with public and officials.

Ability and manual dexterity to use office equipment and computer systems including typing, input systems, monitors, email, word processing, management information systems, copiers, scanners, printers, paper products, writing devices, and other common office items.

## **DISCLAIMERS**

The job description is:

- 1) Intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- 2) The City of Whitewright has the exclusive right to alter this job description at any time without notice.
- 3) Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The City of Whitewright is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Whitewright will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please submit resume to:  
City of Whitewright  
Attn: Interim City Secretary  
P.O. Box 966  
206 W. Grand  
Whitewright, TX 75491

Or email to [city@whitewright.com](mailto:city@whitewright.com) Include City Secretary in subject line. Email [city@whitewright.com](mailto:city@whitewright.com) for application in lieu of resume, include City Secretary in subject line.