



IN THE MIDST OF THE TEXAS HILL COUNTRY

REQUEST FOR QUALIFICATIONS (RFQ):

City Secretary, A Full-Time, Exempt Position (salary range \$40,000-\$60,000)

*** Candidates can apply for this position through Wednesday, November 20th 2024, at 5:00PM (CST)**

The City of Woodcreek seeks an experienced professional with superior note taking and listening skills who can quickly comprehend and process large amounts of information at once. Applicants must be highly organized and very detail oriented.

JOB SUMMARY:

The City Secretary has statutory responsibility for maintenance and retention of official records of the city. This includes the taking and publishing of meeting minutes, posting official notices, publishing of key documents, maintenance and operation of the city website related to document management and meeting postings, managing a record retention policy and the conversion of paper to digital files,

This position is officially governed by the Texas Local Government Code and all duties conveyed thereupon shall apply to the official duties of this position in accordance with the Code of Ordinance of the City of Woodcreek and any other duties hereby assigned by the City Administrator and/or City Council of the City of Woodcreek.

REPORTING RELATIONSHIPS:

Reports to the City Administrator of the City of Woodcreek, a Type A General Law City.

Supervises the day-to-day operations of record taking, retention, storage, filing, posting, and publishing for all city business.

MAIN JOB TASKS and RESPONSIBILITIES:

- Coordinating the City's election process
- Preparing meeting agendas and minutes for City Council and other meetings of city boards or commissions
- Managing the City's records retention program, responding to open records inquiries and concerns of the public, and processing administrative documentation of official city records. This is accomplished by completing general clerical duties, providing customer service, preparing correspondence and reports, and filing systems.
- Manages and coordinates with fellow staff members to fulfill the operations of the City Secretary's office and ensures all official city activities are compliant with federal, state, and City policies, ordinances.
- Reviews and maintains custody of official records and archival of such documents including, City ordinances, resolutions, contracts, judgments, agreements, surety bonds, deeds, insurance, minutes, etc.
- Oversees record management program, ensures the accuracy of technical files and official records, and ensures City record retention program is compliant with Texas Statutes.
- Reviews, approves, attests, and oversees the timely renewal of all official documents, adopted resolutions, ordinances, agreements, contracts, meeting minutes, and other official records after each meeting.
- Participates and organizes special events; prepares ceremonial items such as proclamations, certificates, and awards.
- Coordinates, directs, and organizes the posting of all legal notices, agendas, publications, resolutions, and codification of ordinances.

- Works closely with the City Administrator in the preparation of Council, all Boards/Commissions and ad hoc committee agendas and other City Council, board/commission, and any ad hoc committee-related duties as assigned.
- Provides research and project support for the City Manager, and when directed for Council, Boards/Commissions, and ad hoc committees.
- Compiles, reviews, approves, and delivers various agenda packets to include packets for City Council, all Boards/Commissions, and any ad hoc committees.
- Coordinates with the technical preparation, recordation, and transcribing of proceedings of official meetings and public hearings of the City Council, Boards/Commissions, and any ad hoc committees.
- Acts as city recorder; maintains custody of city seal; affixes to documents and obligations of the City as required; countersigns city legal documents; recommends rules and regulations to be adopted to protect municipal records; establishes systems to file and maintain official records including minutes, ordinances, resolutions, contracts, judgments, surety bonds, deeds, elections, and other records; ensures all records are maintained and in compliance with mandated requirements.
- Attends all City Council and ensures the accurate completion of required minutes in a timely fashion
- Participates in the development and administration of the City Secretary's Office budget.
- Provides certification of petitions to the City Council.
- 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; 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.
- Reviews and processes all open record requests according to Attorney General guidelines.
- Responds to and resolves delicate and sensitive citizen inquiries and complaints.
- Establishes, maintains, and builds upon effective working relationships with appointed and elected officials, citizens, supervisors, co-workers, volunteers, and local businesses.
- Organizes community input meetings as needed to facilitate the exchange of information between the City and the community.
- Exercises considerable initiative, independent judgment, and confidentiality.
- Conveys a positive, professional image by action, communication, and appearance.
- Exhibits regular, reliable, and punctual attendance, which is an essential function of the job.
- Must be able to work night meetings; work may occasionally require travel, including overnight stays, involving training, and conducting City business.
- Performs all other related job duties and responsibilities as assigned.

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of rules, regulations, and laws governing city elections in the State of Texas.
- In depth understanding of the Texas Election Code, Texas Local Government Code, Public Information Act, Texas Open Meetings, and Open Records Act with the use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
- Familiar with the City of Woodcreek Code of Ordinance and has a significant understanding of how a Type A General Law city functions
- Is able to practically apply the State law, Freedom of Information Act, Texas Open Meetings and Open Records law.
- Texas State Library and Archives Commission rules and regulations.
- Effective communications both orally and in writing
- Being a team player who is flexible, a problem solver, able to hear and accept feedback, good listener, possesses confidence.
- Understanding and explaining complex situations involving all City departments and functions.
- Ability to:
 - Read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and legal documents.

- Remain flexible and open to new ideas and encourage others to value change.
- Identify ways to incorporate new practices into the existing framework.
- Communicate clearly and concisely, both orally and in writing.
- Meet deadlines.
- Establish and maintain effective working relationships with those contacted in the course of work, including City employees and other government officials, community groups, the general public, and media representatives.
- Identify and respond to community and City Council issues, concerns, and needs.
- Provide information and organize material, including records retention/destruction in compliance with laws, regulations, and policies.
- Be able to regularly work afternoon and evening meetings in addition to normal hours of operation of City Hall.

WORKING CONDITIONS and PHYSICAL REQUIREMENTS:

- The work environment is primarily an office setting, where noise and temperature levels are moderate.
- Attendance is mandatory at City Council meetings, most of which occur after hours.
- Work may occasionally require travel, including overnight stays, involving training and conducting City business.
- May occasionally be required to inspect outdoor sites which may require climbing and traversing rough terrain.
- The work is light to medium requiring exerting up to fifty pounds (50) to move objects.
- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movements (motions) with the hands, wrists, and/or fingers, and discern letters or numbers at a given distance.
- Additionally, the following physical abilities are required: feeling, grasping, handling, lifting, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity and walking.
- Must be able to adequately work office equipment such as computers, scanners, copiers, phones, fax machines, mail weight meters, and other similar items.

EDUCATION and EXPERIENCE:

- Bachelor's Degree in relevant field of study (preferred)
- Minimum of three (3) years of progressively responsible experience in municipal government management (preferred)
- Election experience (preferred)
- CivicPlus and Fundview training (preferred)

CERTIFICATIONS, LICENSES and SPECIAL REQUIREMENTS:

- Must have and maintain a Texas Municipal Clerks Association (TMCA) Certification or able to receive within two (2) years of hire date.
- Notary public or able to obtain within six (6) months of employment.
- Texas Open Meetings Act and Public Information Act Training required upon hiring
- Proof of citizenship and/or eligibility to legally work in the United States.
- A Valid Class C Texas motor vehicle driver's license and the ability to maintain a satisfactory driving record

**** Candidates can apply for this position through Wednesday, November 20th 2024, at 5:00 PM ****
When applying, please include a Letter of Interest, Resume and three (3) professional references.

The salary offered to a qualified candidate will reflect the candidate's experience and qualifications.

DISCLAIMER:

Nothing in this job description restricts the City Council's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the City Council's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description may be changed at any time.

The City of Woodcreek is committed to compliance with the American Disabilities Act & Amendments Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Administrator at (512) 847-9390.

The City of Woodcreek is an Equal Opportunity Employer and values diversity in its workplace.