

Job Title: City Secretary
Department: Administration
Reports To: City Administrator
Employment Status: Full-Time
FLSA Status: Non-Exempt



Job Summary:

The City Secretary is a key administrative role that ensures the efficient operation of municipal government through expert management of official city records, coordination of city council activities, and oversight of municipal elections. Additionally, this position will provide human resources and personnel management services, including administering health benefits and ensuring compliance with applicable labor laws. This is an essential role that requires organization, attention to detail, and the ability to work collaboratively with city leadership and staff.

Essential Duties and Responsibilities:

1. Records Management:

- Maintain and safeguard official city records and the codification of City ordinances.
- Ensure compliance with public records laws and oversee records retention and destruction.
- Supports in the operations and proceedings of local organizations, committees and boards.
- Respond for receiving Public Information Requests and/or Open Records Requests for the City and responding within constraints in accordance with state laws.

2. City Council Support:

- Prepare and distribute city council agendas, packets, meeting minutes, and official notices.
- Attend city council meetings, record proceedings, and ensure proper documentation of open meetings.
- Provides secretarial support to Mayor and Council members as needed.
- Publish legal notices and ordinances as required.
- Certifies and executes official City documents (such as ordinances, resolutions and contracts), maintains custody of City seal, administers and files oaths of office and other activities necessary to implement Council actions.

3. Elections Coordination:

- Serve as administer for municipal elections in compliance with state election laws.
- Coordinate candidate filings, ballot preparations, and election notices.
- Work with the local election office to ensure accurate and fair election procedures.

4. Human Resources & Personnel Management:

- Administer employee onboarding, including orientation, policies, and procedures.
- Maintain employee records, ensuring compliance with labor laws and municipal policies.
- Serve as a point of contact for employees regarding benefits and HR-related inquiries.
- Oversee the city's performance review process, including tracking evaluations, feedback and training.
- Manage employee relations issues, including conflict resolution and ensuring a positive work environment.

5. Health Benefits & Compensation Administration:

- Coordinate and manage health benefits programs for city employees, including medical, dental, and vision plans.
- Assist employees with benefits enrollment, claims, and changes in coverage.
- Support in the administration of payroll, tax filings, retirement benefits and other compensation-related duties.

6. Licensing and Permits:

- Supports in the review and official approval of business licenses, permits and other required city documentation to maintain the accurate submission of records.

7. Public Relations & Communication:

- Coordinate activities between the public, city administrator and city officials.
- Provide customer service to residents, businesses, and other stakeholders.
- Manage city website updates, public notices, and social media announcements as required.

8. Compliance and Legal Responsibilities:

- Ensure the city operates within legal and ethical guidelines.
- Maintain up-to-date knowledge of state and local laws affecting municipal operations.
- Receives and files claims to include legal documents with occasional coordination with legal counsel as needed for municipal matters.

9. Municipal Court:

- Manages the services of the Municipal Court and supervises the Court Administrator to ensure policies and procedures are being followed.
- Reviews and evaluates work methods, staffing and budgets within the court to better improve the efficiency and operation.

10. Other Duties:

- Ability to lead office personnel, assist in scheduling and the supervision of staff.
- Assist with special projects, grants, and community events.
- Undertake additional responsibilities as needed and assigned.

Qualifications and Requirements:

- Associate's or Bachelor's degree in Public Administration, Business Administration, or related field preferred with experience related to the area of assignment. Or, a combination of education and experience sufficient to successfully perform the essential duties of the job.
- Previous experience in municipal government, office administration, human resources, or records management preferred.
- Knowledge of local government operations, Texas Open Meetings Act, Texas Public Information Act (or applicable state laws), and employment laws.
- Strong computer skills, including proficiency in Microsoft Office, HR management software, record-keeping systems, financial systems, excellent written and verbal communication skills.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Strong attention to detail and commitment to accuracy.
- Must be bondable and have earned or able to obtain a Notary Public certification.

Work Environment & Physical Requirements:

- Primarily office-based with occasional evening meetings and election-related duties.
- May require light lifting (up to 20 lbs.), prolonged sitting, and computer use.
- Participate and assist with the organization of special events.

Licenses and Certificates:

- Must possess a valid driver's license
- Notary Public Certification (must hold or able to obtain)
- Texas Municipal Clerk Association certification (must hold or able to obtain within 2 yrs from date of employment)

Salary & Benefits:

- Salary range dependent on experience.
- Benefits included are health insurance, retirement contributions, paid time off, and professional development opportunities.