



CITY OF MOUNTAIN CITY, TX

CITY SECRETARY – JOB DESCRIPTION

SUMMARY

The City Secretary serves under the direction of the Mayor and City Council and is responsible for the efficient administration and maintenance of all municipal records and elections. The City Secretary will work closely with the Mayor, Council, City personnel and support staff towards accomplishing short- and long-term objectives.

ESSENTIAL FUNCTIONS OF THE POSITION

- Implements and enforces all policies/procedures adopted by the Council as it relates to City Management.
- Attends and participates in City Council meetings with official bodies as directed by the Council; prepares meeting postings, agendas and minutes in accordance with the Open Meetings Act.
- Attends and participates in the Board of Adjustment meetings with official bodies as directed by the Council; prepares meeting postings, agendas and minutes in accordance with the Open Meetings Act.
- Prepare Council meeting packets for meetings, workshops and training.
- Maintain the city website calendar including city business, events and rentals.
- Maintain an organized electronic filing system on the city website for agendas, minutes, city ordinances, public notices and forms.
- Maintain an organized filing system for all city documents and retain documents as directed by the Council.
- Order office supplies as needed to perform day to day business by all City staff.
- File adopted ordinances and ordinance amendments at the Hays County Clerks Office for certification.
- Prepare and submit all newspaper postings including but not limited to elections notifications and tax rate notifications based on requirements provided by the Hays County Elections Office & The Hays County Tax Assessor Collector respectively.
- Serve as the Election Judge in contested elections, coordinate swearing in ceremony and prepare / submit all required election documentation, post the election schedule and council candidate applications, file Oaths, Statements of Appointed and Elected Officials, and Ethics Affidavits.
- Gather required information and respond to open records requests in accordance with the Open Government Act of the State of Texas.
- Performs other such duties as may be directed by the Council.



QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- City Secretary must be a resident of the City of Mountain City, Texas.
- Knowledge of general laws, ordinances and regulations as applicable to municipal government.
- Working knowledge of governmental accounting procedures, practices and requirements.
- Proven ability to make decisions regarding policy and administrative matters in a timely manner.
- Proven ability to interact with the public, City Council, other governmental entities and civic groups.
- Ability to work closely with other outside agencies and individuals for economic development purposes.
- Outstanding organizational, verbal and written communication skills.
- Ability to accurately record minutes from council meetings.
- Knowledge of computers and software programs, including demonstrated knowledge and proficiency of Microsoft Word and Excel, email, and updating information on web pages.
- Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents.
- Ability to prepare contracts, ordinances, resolutions, policies, reports and correspondence.

ACKNOWLEDGMENT:

I acknowledge that I have read and understand the City of Mountain City - City Secretary Job Description.

by: _____
City Secretary, City of Mountain City, TX

date: _____

by: _____
Mayor, City of Mountain City, TX

date: _____