

CITY OF TAFT, TEXAS

JOB TITLE:

City Secretary

FLSA:

Exempt

REPORTS TO:

City Manager

DATE:

[Current Date]

JOB SUMMARY:

The City Secretary works closely with the City Manager and all City departments while maintaining frequent communication with the City Council and the general public. In this small town, the City Secretary must be adaptable, proficient in a range of duties, and capable of assisting with other city functions as necessary. The City Secretary is also the Custodian of Records and is responsible for open records management in compliance with the Texas Public Information Act.

DUTIES & RESPONSIBILITIES:

- Prepares documentation and records official City Council minutes, ordinances, resolutions, and other related city business.
 - Maintains official city records, ensuring accuracy and accessibility for timely retrieval.
 - Prepares and gathers information for City Council meeting agendas, posts meeting notices, and assembles meeting packets in compliance with the Texas Open Meetings Act.
 - Posts all legal notices for the city as required.
 - Acts as the Public Information Officer for the city.
 - Oversees open records requests, ensuring timely and accurate responses in compliance with the Texas Public Information Act.
 - Certifies applications for and issues permits and licenses in accordance with city ordinances.
 - Handles notices, collects fees, and issues licenses for various establishments, including those requiring permits for alcoholic beverages, video game rooms, and taxicabs.
 - Co-signs city payroll and accounts payable checks.
 - Assists with municipal elections, including coordinating election processes and documentation.
 - Performs additional administrative functions as necessary and assists with other city operations in times of staff shortages.
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EDUCATION & EXPERIENCE:

- High school diploma or GED required; 2 years of college, business, or vocational training preferred, with courses in business or public administration.
 - Minimum of 3 years of experience in governmental administrative services, with a broad understanding of city operations.
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KNOWLEDGE, SKILLS & ABILITIES:

- Proficient in maintaining accurate records of official city business and understanding city codes.

- General knowledge of applicable laws, ordinances, and regulations, as well as the functions and activities of all city departments.
 - Ability to establish and maintain effective working relationships with city officials, employees, other government agencies, and the public.
 - Strong document management and editing skills.
 - Proficient with modern office equipment and technology.
 - Ability to type at least 45 words per minute and maintain clerical records with precision and accuracy.
 - Demonstrated ability to handle cross-functional responsibilities when necessary.
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SUPERVISORY RESPONSIBILITIES:

- Supervises Utility and Permit Clerks.
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WORKING CONDITIONS:

- Occasional lifting and moving of equipment or other items weighing up to 50 pounds.
 - Must be willing to assist in other city functions as needed due to staff shortages.
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SPECIAL LICENSES & OTHER REQUIREMENTS:

- Must be bondable.
- Must be a Notary Public.