

CITY SECRETARY

Opening Date: 03/04/2024
Closing Date: Open until filled
Salary: \$80,000 - \$100,000

Summary

The City of Mclendon-Chisholm is looking for someone with turn key City Secretary experience and/or active legal assistance experience. The City Secretary is a Charter position appointed by the Mayor and City Council and reporting to the City Administrator. The City Secretary performs the functions and duties of a Municipal Clerk and City Secretary as may be provided by state law and city ordinances. The City Secretary plans, directs, manages, and oversees the activities and operation of the City Secretary's Office, and coordinates assigned activities with other departments and outside agencies. The position provides highly responsible and complex support to the organization and is a key member of the City's senior leadership team.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*

1. Public Meeting Administration:

- Organize, attend, and accurately record proceedings of City Council meetings, Planning & Zoning Commission meetings, public hearings, and other official gatherings.
- Prepare and distribute meeting agendas and minutes in a timely manner.
- Works closely with the presiding officer (Mayor) to administer public hearings, proclamations, recognitions, and other aspects of City Council meetings and work sessions.

2. Records Retention:

- Oversee the management and maintenance of official city records in accordance with state and local laws.
- Develop and implement efficient record-keeping systems to ensure easy retrieval and compliance with records retention schedules.
- Coordinates and maintains records related to City Council Committees as well as City Council appointed Boards and Commissions.
- Provide training and guidance to city departments on records management best practices.

3. Election Administration:

- Coordinate all aspects of municipal elections, including candidate filing, voter registration, polling locations, and canvassing.
- Collaborate with election officials and ensure compliance with state election laws and regulations.
- Educate the public on election processes and procedures.

4. Public Information Requests:

- Serve as the primary contact for public information requests, ensuring timely and accurate responses.
- Maintain a system for tracking and documenting requests and responses.
- Work closely with legal counsel to ensure compliance with open records laws.

5. Other:

- Manage the development and implementation of goals, objectives, and priorities.
- Foster a positive and collaborative work environment.
- Act as a liaison between the City Council, city staff, and the public, conveying official decisions and information.
- Prepare and disseminate official notices, announcements, and other public communications.
- Stay current on relevant laws, regulations, and best practices related to city governance and work related to the City Secretary's Office.
- Develop and conduct training programs for city staff and officials on topics such as open meetings, public information, and records management.
- Collaborate with other city departments and external agencies to ensure seamless operations and communication.
- Engage with the community to enhance public awareness and participation in local government processes.
- Undertake special projects and initiatives as directed by the City Administrator.
- Incumbent will work in a typical office setting but may be required to travel to various sites. Must be able to work evenings to attend council meetings and other meetings as required.

Qualifications

- Bachelor's degree in Public Administration or a related field
- Ability to communicate effectively and professionally orally and in writing
- Fun, team player that is willing and able to work well with others
- 3 years of relevant municipal experience; or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Preferred Qualifications

- Master's degree in Public or Business Administration or a related field
- 2-3 years of experience serving as a City Secretary
- Certified Notary Public
- Texas Registered Municipal Clerk certification

Knowledge, Skills & Abilities

- Comprehensive knowledge of Texas Election Code, Texas Local Government Code, Texas Open Meetings Act, and City Charter and Ordinances
- Comprehensive knowledge of administrative rules and regulations governing records management, election administration, archives administration, open meetings, and public access to information
- Rules, regulations, and laws governing city elections
- Skills in the supervision, training, and performance evaluation of assigned staff
- Skill in Microsoft Office 365 (including Word, Excel, and Outlook)
- Skill using imaging software

Licenses and Certifications

- Valid Class C Texas driver's license

Models Organization Values

Demonstrates concern for and readiness to serve external and internal customers in a manner that consistently exhibits the City of McLendon-Chisholm's mission and values; projects the City's mission and values in interactions with employees, citizens, and in carrying out responsibilities. Takes responsibility for own and subordinates' performance by setting clear goals and expectations that align with the City's vision and values; tracks, develops, recognizes and rewards performance that reflects McLendon-Chisholm values and commitment to service.

Customer Focus/Results Focus

Builds customer confidence (internal and external customer) and is committed to increasing customer satisfaction; sets achievable customer expectations; assumes responsibility for solving customer problems; ensures commitments to customers are met, solicits opinions and ideas from customers, responds to customer requests consistently and in a timely manner.

Communication

Communicates effectively both orally and in writing; expresses oneself clearly in conversations and interactions with others; expresses self clearly in business writing; creates accurate reports; plans and delivers oral and written communications effectively to intended audiences; shares information and ideas with others; demonstrates good listening skills.

Adaptability/Flexibility/Decision Making

Adapts to change, is open to new ideas, takes on new responsibilities; willingness to modify one's preferred way of doing things; functions effectively when under pressure; adjusts plans to meet changing needs and circumstances.

Managing Projects/Managing People

Focuses on the desired result of own or team's work; sets challenging goals, focuses effort on the goals to meet or exceed them; prioritizes tasks and overcomes obstacles; accepts accountability for project by establishing project goals, milestones, procedures and defines roles and responsibilities; sets team standards and objectives; acquires project resources and monitors progress; provides leadership/motivation.

Physical Requirements / Work Environment

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.