

CITY OF BLANCO JOB DESCRIPTION

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| <u>JOB TITLE:</u> | City Secretary |
| <u>DEPARTMENT:</u> | Administrative Office |
| <u>FLSA STATUS:</u> | Exempt |
| <u>EFFECTIVE DATE:</u> | August 4, 2025 |
| SALARY RANGE | \$65,000 to \$80,000 DOQ |

JOB SUMMARY:

Under general administrative direction of the City Administrator, serves as the administrative secretary to the Mayor, City Administrator, City Council and other city officials. This position serves as custodian of official records for the City, administers all City elections, coordinates public meetings of staff, the City Council and other city groups, attends and records proceedings of official meetings of City Council and performs other duties as assigned by the City Administrator.

ESSENTIAL JOB FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Effectively communicate with elected and appointed officials, supervisors, subordinates, peers, business representatives, the general public, and the media in person, in writing, and by telephone. Use tact, diplomacy and discretion as required;

Provides administrative support for the Mayor, City Administrator, and City Council. Answer inquiries from public and city officials regarding ordinances and status of City Council communications. Effectively represents the City to the business community, residents, other governmental entities, and the media;

Prepare preserve and track the actions and records of the City Council, including ordinances, resolutions, minutes, proclamations, contracts, and deeds. Ensure that all ordinances are published when necessary and codified in a timely manner. Receives, on behalf of the City, petitions, initiatives, referendums, recall proceedings, and applications for office, and verifies all applications and petitions;

Attends all meetings of the City Council, and of other official meetings as assigned, serving as the recording secretary of all meeting proceedings. Post notices of City Council meetings as required by the Texas Open Meetings Act, Chapter 551, Government Code;

Publishes all required legal notices in the official newspaper of the City within the legally required time limits;

Serves as the liaison between the Council and all city boards, commission and committees by managing applications, posting their agendas and providing council with their minutes. Not responsible for constructing City board's agenda or minutes.

Has custodial authority of all City records, directing their maintenance and disposition in accordance with records retention schedules filed with the Texas State Library and in accordance with the Texas Open Records Act, Chapter 552 and serves as the City's authority for releasing records in accordance with the procedures set forth in the Act;

Attest to and number, date and effect changes in official documents authorized by Council actions. Maintains the official City Seal, administers oaths of office, and attests to City documents and permits for alcoholic beverages licenses under the TABC licensing requirements;

Serves as the Elections Administrator for all City of Blanco general and special elections. Working knowledge of the: Texas Election Code, Texas Local Government Code, Texas Open Meetings Act and Texas Open Information Act;

Assists in the management and preparation of the budget for the Council and Manager Department. Plan and provide resource estimates for multiple projects as related to the administrative offices;

Interacts with public and agencies by answering and resolving complaints; attends conferences and seminars and attends meetings with Department Directors and agencies. May have to design and produce various media products to publicize City events for community-wide distribution;

Serves as a member of the City's Equal Opportunity Commission (EOC) for exercises, planning, and upon EOC activation to provide the public with essential information. Must attend all Federal Emergency Management classes as required for this position;

Must be able to read, comprehend and interpret for others City codes and documents. Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Administrator. Read and analyze difficult source documents and plans;

Read, write, and converse fluently in English. Must be able to read, write and understand written instructions, reports, documents, plans and maps. Will sit for extended periods of time writing reports, correspondence, ordinances and compiling statistical data on computers;

Work a flexible schedule, to include evenings hours, weekends, and holidays. Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace. Must possess a working knowledge of general office equipment, procedures, and operations; and

Must not pose a threat to the health and safety of self or others. Must be able to work closely with others as part of a team. And shall accomplish all other duties as assigned by the City Administrator.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Must be able to use, telephone, copier, and fax in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point. Working knowledge of the City's financial management software.

PHYSICAL DEMANDS:

Must be able to sit or stand for extended periods of time while performing various tasks.

JOB REQUIRMENTS:

| -Description of Minimum Job Requirements- | |
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| Formal Education | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a bachelor's degree or equivalent years of experience. |
| Experience | Over five years up to and including ten years. |
| Supervision | Work requires managing and monitoring work performance of a Department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the Department. |
| Human Collaboration Skills | Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. |
| Freedom to Act | Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically. |
| Technical Skills | Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. |
| Fiscal Responsibility | Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary. |
| Reading | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Writing | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program. Must receive certification as "City Secretary" by the Texas Municipal Clerks Certification Program within three years of appointment date; Must hold and maintain a current Texas voter registration card; Must be a Texas Notary Public. Must be bondable under City's public employee and fidelity bond coverage. |

Benefits

- Employer paid health benefits for employee
- Participation in TMRS retirement 7% employee paid with 2:1 employer matched
- 12 paid vacation days and 1 personal day
- 14 ½ paid holidays
- 9/80 work week option available

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position. The City Secretary is responsible for all other duties as assigned by the City Administrator. This job description is subject to change as the needs and requirements of the job change.