

City of Fulshear
JOB DESCRIPTION

Position Title:

Deputy City Secretary

Position Status:

Non-Exempt

General Description:

Under general direction from the City Secretary, the Deputy City Secretary will be responsible for overseeing a variety of technical and specialized administrative duties involving processing and responding to Public Information Requests (ORR), managing and coordinating the activities of the Office of City Secretary.

Organizational Relationships:

Reports to: City Secretary

Supervises: None.

Qualifications:

A High School Diploma required. Bachelor's Degree in Public Administration, Public Management or Business Administration, from an accredited college or university preferred. Municipal Clerk Certification or ability to complete within 1 year. Texas Registered Municipal Clerk Certification is also preferred. Valid Driver's License. Some travel required.

Additional Required Knowledge, Skills and Abilities:

The ability to employ sound administrative and customer service skills in a team environment. The ability to organize files and documents; the ability to serve in the capacity of a Notary Public; the ability to utilize computer software including Microsoft Office and InCode; the ability to communicate clearly both verbally and in writing and the ability to maintain confidentiality. The ability to develop support document publishing and execute archival processes; office activities and operations; develop and manage procedures and policies; and provide highly responsible and complex administrative support to the City Secretary. The ability to provide administrative support to City Council, boards and commissions. The ability to work independently, pose good leadership skills, be an effective communicator, possess excellent organization skills, and have strong knowledge of laws related to open meetings, public information and local government code. The ability to lead a team including work planning and scheduling.

Essential Duties:

- Assist in the development, revision and implementation of Standard Operating procedures.
- Make procedural and operational recommendations to the City Secretary and City Administrator.
- Prepare, document and maintain files for the City Secretary's Office.
- Data entry.
- Serve as accounts receivable clerk and collect payments for all departments of the City.
- Assist in the preparation and delivery of City correspondence with customers.
- Assist with the reception and serve as an initial point of contact for customers.
- Prepares and presents progress and status reports as requested.

- Assists with activities involving municipal elections; monitors election processes; ensures compliance with Texas Local Government Code, Texas Election Code, Texas Ethics Commission and other election laws, rules and regulations.
- Attends various boards, commissions and corporation meetings; responsible for ensuring all meeting setups are pursuant to established standards, provides support documents for meetings, and meals for City Council prior to meeting.
- Possesses the ability to understand, interpret, and apply State law, City ordinances and policies applicable to a wide variety of situations.
- Provide excellent customer service at all times.
- Participate in training and other Professional Development to ensure the City receives the highest level of services possible.
- Other duties as assigned or required to perform the function of the position.

By my signature, I acknowledge the content of this job description and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date