



**CITY OF FULSHEAR  
ASSISTANT CITY SECRETARY**

**CLASS SUMMARY**

**FLSA Status: N**

Performs responsible support work in the City Secretary's office. An employee in a position in this class is responsible for processing and maintaining official city council and city records, preparing agendas for council meetings including gathering documentation to accompany agenda items, attending meetings of the council in the absence of the City Secretary, and preparing official minutes of proceedings. An employee in this position will also support the Human Resources Director with general HR support work. Work is performed under general supervision of the City Secretary with considerable contact with the public.

This information is intended to be descriptive of the principle duties and responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Processes all open records requests for public information; maintains record of all open records requests within the time mandated by the Texas Public Information Act and other statutes.

Redacts or reviews redaction in confidential records before releasing documents to public.

Maintains records retention schedule; maintains record of all plat information; maintains contracts and agreement files.

Serves as Records Management Officer; maintains records management system/software.

Maintains and updates the City's Public Information Policies and Procedures in accordance with the Texas Public Information Act.

Reconciles statements and invoices.

Composes, edits and types correspondence, memoranda, reports and other documents as directed.

Assists with the preparation of city elections, including posting and publishing notices as required by law; assists with early voting procedures and is present in the City Secretary's office on Election Day.

Provides clerical and filing support for the City Secretary and Human Resources Director.

Assists with preparing all city council, boards, commissions, & committee agendas, legal notices, meeting packets & information in the City Secretary's absence or as directed.

Attends and records all city council, board or commission meeting, transcribing and preparing minutes of meetings in absence of City Secretary.

Maintains service and supply requests for office equipment.

Performs duties as a certified Notary Public for city documents.

Assists with and processes employee benefit activities (enrollments, eligibility changes, etc)

Participates in wage, benefit and financial data surveys with other public and private sector agencies; prepares summary reports based on data.

Coordinates recruitment functions, including: posting vacancies, aiding the hiring supervisors, screening candidates, conducting background and reference checks, coordinating pre-employment testing, and extending employment offers.

Assists with coordination of special employee events, recognition programs, employee committees, and other related activities, as needed.

Performs records retention storage and preparation of documents for destruction in accordance with retention schedule/policy.

Responsible for proper handling of sensitive and confidential data.

Other duties as assigned or required to perform the functions of the position.

Attendance is an essential function of this position.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** *(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Work is primarily performed in an office environment. Work involves sitting for long periods of time, standing, bending, walking, climbing stairs, lifting and carrying objects weighing up to 30 pounds, using hands and fingers to operate computers and other office equipment. Work involves exposure to normal everyday risks typical of offices.

Work is subject to frequent interruptions. From time-to-time, activities result in contact with irate citizens, applicants or employees. Duties involve exposure to normal, everyday risks related to contact with the public.

#### **MINIMUM QUALIFICATIONS**

Work requires possession of a high school diploma or equivalent; and one (1) year municipal support experience; Bachelor's Degree in Accounting, Public Administration, or a related field is preferred.

Any combination of experience or education may substitute for the minimum qualifications.

Knowledge of office practices and procedures, including computer, office equipment, and data entry skills.

Ability to maintain confidentiality regarding city matters.

Knowledge of computers and their application to the preparation and maintenance of records.

Ability to communicate effectively, both orally and in writing with work-related contacts; ability to write clear and accurate reports, minutes, letters and other documents.

Ability to compose letters and other correspondence on a variety of administrative matters, and to prepare and maintain administrative and fiscal records.

Skilled in the operation of a personal computer and word processing, spreadsheet, and database & specialty software, and in the preparation and maintenance of automated records and files. Specific knowledge in the use of Excel, Word, PowerPoint, Adobe Acrobat, & Outlook.

Skill in establishing and maintaining effective working relationships with supervisors, city officials, employees of other departments, and the general public.

Ability to answer inquiries from the public and staff in a respectful, tactful, effective and professional manner.

Ability to become certified through Texas Municipal Clerks Association.

### **LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS**

Valid State of Texas Driver's License