

City of Highland Haven

Job Description - City Secretary

Job Type: Part-Time, Exempt

Last Revised: 10/04/2016

Work Hours

Office Hours, 9am-3pm, Monday-Thursday, Board of Alderman Meetings and some weekend work.

Mission/Purpose

The City Secretary serves as an officer of the city and performs highly complex duties under the statutory requirements of Local Government Code, Title 2. Organization of Municipal Government. Work involves providing staff support to the Board of Alderman and managing the official records of the city in accordance with the Texas State Library and Archives Commission Records Retention Schedule; serves as the court clerk for the municipal court and as the election administrator for municipal elections coordinating and administering each regular and special municipal election. The City Secretary is responsible for managing requests made under the Public Information Act and performs accounting functions for the City.

The City Secretary serves as the Highland Haven Water Utility System (HHWS) coordinator providing staff support by responding to water customer service calls and complaints; managing the utility accounting database, develops reports and provides water sales billing services for the utility. Additionally, this position manages the official records of the HHWS in accordance with the Texas State Library and Archives Commission Records Retention Schedule.

Duties, Functions and Responsibilities

City Secretary

- Serve as point of contact for community information
- Oversee preparation, posting and distribution of agendas and packets for public meetings.
- Attends regular meetings of the Board of Alderman and keeps minutes of proceedings
- Coordinates and assists Boards/Commissions with Open Meetings Act compliance
- Monitors terms and attendance of boards/commissions members
- Responds to requests for Public Information Act with assistance of City Attorney
- Manages publications and postings of legal notices
- Conducts city elections in accordance with State Law and City Ordinances.
- Maintains community database
- Monitor and purchase office supplies
- Process quarterly IRS and Texas Workforce Commission payments and reports

Accounting

- Maintains financial accounting of all City funds
- Manages account receivables and account payables for city accounts and water system
- Reconcile financial accounts
- Deposit payments in the bank.
- Assists with month and year-end closing by verifying that all transactions have been posted to the GL and funds are in balance.

City of Highland Haven

Job Description - City Secretary

- Maintain accounting files by reviewing and analyzing a variety of accounting transactions for accuracy and propriety and preparing adjusting journal entries as required.
- Assure interface accuracy between the general ledger and other subsidiary modules.
- Assist with monthly bank reconciliation for various accounts reviewing for accuracy.
- Process Accounts payable checks.
- Research outstanding items and make appropriate journal entries.
- Reviews general ledger accounts for accuracy; examines general ledger account balances; identifies and reconciles differences.
- Prepares routine financial reports and statements; including statistical reports.
- Signatory on city accounts
- Assists with annual budget development process
- Processes liens and lien releases

Court Clerk

- Coordinates and assists municipal judge with municipal court functions
- Prepares required reports and records all proceedings of the court in accordance with State Law and City Ordinances

Utility Accounts Coordinator

- Initiate and coordinate new water tap services
- Initiate and transfer water service
- Bills for water services operations
- Re-reads meters and follows up on and billing questions
- Receive billing payments and post to accounting database
- Initiate and manage past due account notices
- Setup and maintain records and files for HHWS
- Manage HHWS and RVS database systems
- Maintain and record water system production data
- Reviews and reconcile invoices received for HHWS accounts payable
- Coordinate with operator regarding any customer service requests
- Manage service work orders (e.g. line location, trouble call, repairs, new service)
- Assist with developing and updating emergency and standard operating plans
- Processes all required reports (TCEQ, TWDB, CTGWD)
- Assist with developing HHWS fees, revenue estimates and operating budget
- Produce and mail annual CCR reports
- Coordinate, record and report required water tests

Knowledge, Skills and Abilities

- Communicate effectively and courteously in person, telephone, in writing and by email.
- Knowledge of Texas Open Meetings Act
- Knowledge of Texas Public Information Act
- Knowledge of federal, state and local laws and city ordinances.

City of Highland Haven

Job Description - City Secretary

- Knowledge of budgeting methods.
- Skill in coordinating various functions.
- Skill in developing and implementing plans to efficiently achieve goals and objectives.
- Skill in establishing and maintaining effective working relationships.
- Skill in handling conflict and uncertain situations.
- Proficient with RVS Utility Billing System or similar software
- Proficient with Microsoft Office, (Word, PowerPoint, Access, Excel) and QuickBooks
- Proficient with operation of copier, fax, recording and other office equipment
- Initiative, leadership and the willingness to learn new concepts and methods
- Ability to work independently

Qualifications and Experiences

- High school diploma plus three (3) years of experience.
- Prefer experience, coursework or training in governmental and funds accounting
- Prefer a degree from an accredited four year college or university with major course work in a field related to accounting, business, public administration or other related field
- Ability to be licensed and maintain Notary Public in the State of Texas
- Possesses or is willing to achieve Texas Municipal Clerk Certification
- Possesses or is willing to achieve Texas Municipal Court Clerk Certification