

City of Highland Haven – Job Description

City Secretary

Salary Range: \$40,000-\$44,750

Last Revised: 5/20/2021

Work Hours: Office Hours, 9am-5pm, Monday-Friday, plus Board and Commission Meetings

Mission/Purpose

The City Secretary is an Officer of the City. The position of City Secretary is a statutory position required by State Law. The City Secretary provides staff support for the Mayor, Board of Alderman, the Planning and Zoning Commission. Manages the official records of the city in accordance with the Texas State Library and Archives Commission Records Retention Schedule. The City Secretary serves as the election administrator for municipal elections and coordinates and administers each regular and special municipal election. The City Secretary is responsible for managing requests made under the Public Information Act. The City Secretary also acts as Court Clerk for the City's municipal court.

Duties, Functions and Responsibilities

- Oversee preparation, posting and distribution of agendas and packets for public meetings.
- Attends Board of Alderman meetings and keeps minutes of proceedings
- Attends Planning and Zoning Commission meetings and keeps minutes of proceedings
- Assists with developing and updating ordinances and resolutions
- Assists with researching and developing operating policies and procedures
- Coordinate and assist 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
- Oversees publications and postings of legal notices
- Conducts city elections in accordance with State Law and City Ordinances.
- As Court Clerk coordinates and assist municipal judge with municipal court functions
- Provides daily customer service to the general public regarding citations, warrants, complaints, and other municipal court proceedings;
- Properly tracking and accounting for receipts and records of court fees/fines
- Preparation of court cases and files or routes court documents while also completing other general duties.
- Maintain up to date logs and tracking forms of case files and information
- Provides customer service at Court Clerk's window and through telephone inquiries to provide fine amounts and schedule court dates and driving safety classes.
- Collects court costs, fines, fees, bond monies, counts and reconciles all monies for cashier windows, posts money received on citations, and prepares daily bank deposits.
- Officially records all ordinances and resolutions
- Manage City records in accordance with State Law
- Maintain and officially processes all City Ordinances
- Provides administrative assistance with financial accounting of City funds
- Provides administrative assistance with utility programs
- Provides administrative assistance with building permit program
- Receives and secures all sealed bids
- Processes liens and lien releases

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- Assist with annual budget development
- Provides notary services

Knowledge, Skills and Abilities

- Communicate effectively and courteously in person, telephone, in writing and by email.
- Knowledge of Texas Open Meetings Act
- Knowledge of federal, state, and city rules/regulations governing municipal functions.
- Knowledge of federal, state, local laws and city ordinances.
- Knowledge of Texas Public Information Act
- Knowledge of municipal budgeting methods.
- Knowledge of municipal court procedures and properly tracking and accounting of court fees and fines.
- 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 in Microsoft Office, (Word, Access, Excel) and QuickBooks
- Proficient in 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

- Prefer graduate from an accredited four-year college or university with major course work in a field related to business, public administration, or other related field plus five years of experience.
- Ability to be licensed and maintain Notary Public in the State of Texas
- Willing to achieve Texas Municipal Clerk Certification
- Willing to achieve Texas Municipal Court Clerk Certification