

CITY OF OVERTON JOB DESCRIPTION

JOB TITLE: **City Secretary** PAY GRADE: **8**
 Community Development Coordinator
 Cemetery Administrator
 Court Administrator

DEPARTMENT: **Administration** FLSA STATUS: **Exempt**

POSITION SUMMARY:

The City Secretary is a Department Head and City Officer position appointed by the Mayor and City Council and is subject to the supervision of the City Manager. The City Secretary performs functions and duties of a Municipal Court Clerk, City Secretary, Community Development, City Cemetery Administrator and Elections Administrator. This position must maintain a high level of professionalism.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the City Manager. This position is responsible for the supervision of the Cemetery Clerk and the Court Clerk and any other position if under the expressed direction of the City Manager in the role Interim City Manager as appointed by City Council.

WORKING RELATIONSHIPS:

Relationships with coworkers shall be guided by the following tenets: The incumbent is cooperative and, when appropriate, assists others. Works to promote teamwork within the department and within the City in general. Shares information with peers. Resolves conflict through the use of tact and diplomacy. Accepts responsibility and works well when given responsibility. Accepts and is eager to learn new duties. Offers suggestions to improve the activities of the department and the operation of the City in general. Continually strives to improve the proficiency of their job performance and provide a safe work environment. Is a self-starter. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

ESSENTIAL DUTIES:

City Secretary Duties include but are not limited to the following:

1. Participates in the development and administration of the administrative budget; assists the forecast of additional funds needed for staffing, projects, equipment and supplies; assists the monitoring of and approve expenditures; assists the preparation and implementation of budgetary adjustments
2. Represents the office of the City Secretary to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues

3. Serves as the official record keeper of the City, providing for the preparation, indexing and retention of meeting notifications, agendas, minutes, ordinances, resolutions, contracts, codes, deeds, easements, and related documents
4. Responds to inquiries regarding public records, the Public Information Act (Texas Government Code Chapter 552); reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld; justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act; provides assistance to the public by helping to identify records and information relevant to the request and suggesting ways to overcome any practical basis for denying access; ensures timely response to all requests and communicates in writing with any requester in cases of unusual requests that may cause delays in obtaining all requested information
5. Prepares the agendas, agenda packets, attends, records and transcribes minutes for all City Council, Planning and Zoning, Zoning Board of Adjustment and Overton Municipal Development District meetings
6. Follows-up on City Council actions, as required; attests, publishes and posts ordinances and resolutions, executing legal contracts, overseeing the recording of documents, and preparing follow-up correspondence
7. Official Elections Administrator for all City elections, maintains a calendar of election events, for candidates and City ballot measures, including preparing candidate guidelines, prepares candidate packets, providing information to candidates regarding procedural and disclosure requirements and publishing election notices and results within legal guidelines
8. Maintains the City's Municipal Code by tracking ordinances and providing for their publication and distribution; administers in-house updates of the Municipal Code
9. Maintains all official records of the City including but not limited to contracts, ordinances, resolutions, proclamations, elections and various other records as prescribed by law
10. Plans, oversees and coordinates the processing of claims, subpoenas and summons against the City; delegates the gathering of necessary information; interacts with other City staff, the City Attorney and insurance representatives regarding claims
11. Administers the City's records management program, including preparing of such records for storage and destruction as needed
12. Oversees and maintains the City website's including posting of agendas, minutes, various reports and general informational materials
13. Notarizes documents for City business and the general public
14. Administers the oath of office to both elected and appointed City officials when applicable
15. Oversees, coordinates and implements the City's conflict of interest code; ensures that all notifications and conflict of interest forms are maintained and kept up-to-date
16. Prepares and directs the preparation of a variety of correspondence, agendas, reports, procedures, ordinances and other written materials
17. Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required

18. Coordinates with the City Manager for daily, regular and ongoing assigned responsibilities
19. Reports either orally or in writing to the City Manager regularly concerning the status and progress of activities, projects and goals
20. Performs studies, surveys and other administrative duties
21. Provides administrative support to other departments as needed
22. Assists in the preparation of bids and specifications, receives and logs incoming bids and attends bid openings
23. Post and publishes all legal ad and public notices
24. Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, attending meetings
25. Oversees and ensures that the office administrative functions of the department are effectively carried out; recognizes and solves issues and problems in situations that may require the use of tact, independent judgment and skill in resolving conflicts
26. Organizes and maintains various administrative, confidential, reference and follow-up files; purges files as required; may assist in the maintenance of the official records of the City, including the City Code and receives official documents as assigned
27. Processes all insurance claims
28. Maintains the City's vehicle and equipment lists
29. Willing to obtain necessary training and certifications to perform job functions

Community Development Coordinator Duties include but are not limited to the following:

1. Reviews commercial, industrial and residential development proposals, plans, and applications for issuance of zoning clearance; reviews for compliance with appropriate regulations and policies
2. Serves as project manager for routine Community Development application projects.
3. Processes various permit applications and calculates appropriate fees including but not limited to Planning & Zoning Case fees and Building Inspection & Permit fees
4. Assists with the implementation and administration of the City's Zoning and Subdivision Regulations Ordinances
5. Prepares staff reports for all Community Development cases to be presented to the Planning and Zoning Commission, Zoning Board of Adjustment and City Council
6. Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provides and clarifies information relative to zoning, general plan compliance, signage, and other issues
7. Researches and drafts ordinances for review as related to Community Development
8. Participates in coordinating City planning and development related activities with other City departments and with outside agencies

9. Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints concerning the City's planning function
10. Maintains accurate records and files

Cemetery Administrator Duties include but are not limited to the following:

1. Supervises the Cemetery Clerk in her duties
2. Responsible for researching, updating and maintain all City Cemetery records
3. Responsible for creating plot owner files, a plot information database, updating and creating cemetery plot maps, the creation and filing of cemetery deeds
4. Responsible for the marking of grave sites as needed for burials and headstones
5. Processes all applications for cemetery plot purchases, internments, marker deposits made, marker permits to be issued and marker deposit refunds
6. Communicates the maintenance and improvement needs to the City Manager regarding the cemetery grounds
7. Coordinates with funeral homes and individuals regarding plot sales and purchases, necessary paperwork required for interment in the City cemetery

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- Principles, practices and procedures related to city and regional planning, development and zoning administration.
- Geographic, socio-economic, transportation, political and other elements related to city planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- Researching and reporting methods, techniques and procedures.
- Recent development, current literature, and sources of information related to information planning and zoning.
- Pertinent Federal, State, and local laws, codes and regulations, as well as Community Development Block Grant and Housing Rehabilitation Program rules and requirements and present related reports.
- Modern office methods, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management, such as Microsoft Office, Project, GIS and various Adobe software.
- Project management techniques.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- General principles of risk management related to the functions of the assigned area.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with property owners, developers, contractors and the public.

- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.
- Safe work and driving principles and practices
- Basic principles and practices of human resources in a public agency setting.
- Records management and filing principles and practices.
- Policies and procedures related to recruitment, selection, classification and compensation.
- Methods, techniques and practices of data collection and report writing.
- Business letter writing and standard writing practices for correspondence and reports.
- Correct English usage, including spelling, grammar and punctuation.
- Applicable laws, codes and regulations related to ordinance adoption, planning and zoning , human resources, personnel and election code laws.
- Business arithmetic and basic statistical techniques.

Skilled in:

- Conducting routine research, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Operating modern office equipment including computer equipment, software programs, and GIS systems.
- Interpreting planning and zoning programs to the general public.
- Reading plans and specifications and making effective site visits.
- Analyzing and compiling technical and statistical information and preparing reports.
- Identifying and responding to public, Planning and Transportation Commission and City Council issues and concerns.
- Interpreting and applying Federal, State and local policies, procedures, laws and regulations, as well as Community Development Block Grant and Housing Rehabilitation Programs rules and regulations.
- Analyzing problems, identifying alternative solutions, project consequences of proposed actions and implementing recommendations in support of goals.
- Enforcing ordinances and regulations effectively and tactfully.
- Understanding and carrying out oral and written instructions.
- Using English effectively to communicate in person, over the telephone and in writing.
- Making effective public presentations.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Operating a motor vehicle safely.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones.

- Interpreting, applying and explaining policies, procedures and practices of personnel administration.
- Reviewing personnel documents for completeness and accuracy.
- Planning effective recruitment, testing and selection practices.
- Maintaining accurate and confidential personnel records.
- Performing technical human resources support work.
- Reviewing, balancing and reconciling employee benefit records.
- Maintaining and producing accurate reports in a timely manner.
- Making accurate arithmetic calculations.
- Providing complex secretarial support to the City Manager or other department heads, department operations and staff.
- Using tact, initiative and sound independent judgment within established policy and procedural guidelines.
- Using specialized human resources and applicant tracking software, including database management, graphics and publication production and departmental website maintenance.
- Organizing own work, setting priorities, working independently on a day-to-day basis, meeting critical deadlines and balancing multiple objectives.
- Entering data into standard computer formats and producing correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Maintaining accurate files and records.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with employees and those contacted in the course of the work.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or General Equivalency Degree (GED)
- Bachelor's Degree in Public Administration, Business Administration or related field of study
- One (1) year of professional experience in planning, zoning, building permits and related community development activities
- One (1) to three (3) or more years of human resources, personnel, risk management or a related field clerical and technical human resources support experience
- Two (2) to Five (5) years progressive experience in local government or related field
- Sufficient knowledge and experience to be able to perform the above duties with tact and diplomacy

LICENSING REQUIREMENTS:

- Valid state of Texas Class C motor vehicle operator's license
- Texas Registered Municipal Clerk (TRMC) certification preferred or ability to obtain certification (preferred not required)

- Licensed as a Notary Public or ability to obtain notary license

PHYSICAL REQUIREMENTS:

Positions in this class typically require: Must be customer service and people oriented. Must be able to multi-task in a fast paced environment. Must possess the ability to communicate in the English language both verbally and in written form, communicate conceptual or informative ideas to others in both written and verbal form. Must possess the ability to establish priorities, plan, organize and work independently or with fellow employees. Ability to establish and maintain effective working relationships with elected officials, the general public and fellow employees. Must be able to comprehend city ordinances, state laws, federal laws and other regulations. Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

The City of Overton is an Equal Opportunity Employer. In compliance with Disabilities Act (ADA), the City of Overton will provide reasonable accommodations to qualified individuals with disabilities.