City Secretary Job Description

**Description**

Serves as secretary to City Council and EDC to include: preparation of agendas and distribution of meeting information, posting and publishing legal notices in a timely manner, preparing, distributing, and maintaining minutes, maintaining file of Ordinances and Resolutions, attends monthly council and EDC meetings;

Serves as Records Management Officer, maintaining official City documents and records and overseeing retention and destruction of files; responsible for accepting and processing open records requests; maintains personnel files

Serves as Election Administrator for all City elections to include ordering ballots, maintaining records, assisting election officials as needed;

Assists residents with various requests;

Issues alcohol and beer permits to businesses;

Issues building, electrical, plumbing, soliciting, and specific use permits;

Serves as Notary Public;

Responsible for administration of property, liability, and worker’s compensation insurance programs, employee retirement, health, dental, life insurance programs, new hire paperwork and reporting;

Processes payroll, transmit direct deposits, process payroll taxes, process W-2’s and W-3’s and process 1099’s and 1096;

File quarterly tax report and unemployment report; yearly unclaimed property reporting;

Works closely with auditors during audit;

Works closely with engineers and grant administrators to process grants;

Accepts water and court payments as needed; post payments and make deposit for the court clerk and water clerk during extended absences;

Accounts Payable and Accounts Receivable duties;

Works closely with City Manager during budget season; prepares budget forecast and yearly amended budget;

Monthly TMRS reports;

Reconciles all back accounts;

Research and constructs all ordinances that go before Council;

Responsible for updating and maintaining website;

Yearly SAMS registration

**Requirements**

* High School Diploma or GED

* Possession of or ability to readily obtain Municipal Clerks Certification through the Texas Municipal Clerks Certification Program