

## **CITY OF PRAIRIE VIEW JOB DESCRIPTION**

Job Title: City Secretary

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Exempt

Reports To: Mayor

Department: Administration

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### **JOB SUMMARY**

Serves as custodian of the City seal, official archives and records, ordinances and related material. Attends City Council meetings and is responsible for preparation, distribution and indexing of official minutes. Serves as chief election official for the City and administers all City elections. Serves as records management officer.

Uses/requires office skills to handle: customer service/communications (internal and external), file organization and management, computer skills including data entry, word processing, spreadsheets, data bases, and graphics software, mathematical computation, report and letter preparation, and decision making within scope of responsibility.

Oversee (at Directive of Mayor) operations and activities of the city, including Utility Billing, Accounts Payable and Payroll, Human Resources, budget preparation, insurance programs, debt service, investment functions and auditing functions.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work overtime. This position provides services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

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### **DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what a City Secretary may be asked to perform; other duties may be assigned:

#### **Customer Service/Clerical**

- Manage Administrative staff to include Admin Assistant, Treasurer, and Billing - Keeps the corporate seal and takes custody of and maintains all books, records, papers, documents and files of the City Council.
- Attests mayor's signature on all official documents.
- Maintains and distributes ordinances and resolutions, and keeps all contracts made by the City Council other than construction contracts.
- Directs the official publications of City legal advertising and makes arrangements for the conduct of municipal elections.
- Responsible for posting all notices furnished for meetings of the City Council, boards, commissions and committees, and maintains copies of meeting minutes.

- Attends City Council meetings and is responsible for the preparation, distribution and indexing of the official minutes.
- Attends bid openings on public works and electrical contracts.  
Administers the City's Records Management.  
Responsible for production and distribution of City Council agendas.
- Coordinates the application process for citizens' boards and commissions.
- Processes and issues permits, etc.  
Oversees all financial activities including Utility Billing, Payroll, Accounts Payable and budget activities and reporting.
- Works with auditor for the annual audit report.
- Performs all other duties as assigned by Mayor.

#### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

#### EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED required, Degree in Business Administration or Business Management, or Associate's Degree in Business Administration or Business Management or a related field, preferred at least 5 years' related experience
- Previous experience in customer service, dealing directly with the public preferred.

#### SKILLS AND ABILITIES

- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player," industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.) and Internet search tools.
- Ability to perform data entry and inquiry functions at an acceptable level of accuracy and speed.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.

#### LANGUAGE SKILLS

- Ability to communicate effectively with elected officials, staff, and the public. - Ability to communicate effectively in both written and verbal form.

#### MATHEMATICAL SKILLS

- Ability to calculate basic mathematical calculations without aid of a calculator.

#### REASONING ABILITY

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgment and effectively solve problems.

- Ability to plan work and establish priorities.

**Physical Environment**

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- This job is performed in an office environment.

**Work Environment**

The work environment may include some or all of the following:

- Repetitive activities.
- High volume work days
- Noise distractions (telephone calls, equipment, conversations with customers, etc.)
- Unpleasant social situations (dealing with upset or irate individuals).