



CITY OF PRAIRIE VIEW

JOB DESCRIPTION

JOB TITLE: City Secretary

EXEMPT

REPORTS TO: Mayor

DEPARTMENT: Administration

JOB SUMMARY

Serves as custodian of 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 organizations and management information, computer skills including data entry word processing, spreadsheets, and more.

Oversee daily administrative activities of the city as directed by the Mayor.

Attendance is an essential function of this position. This position 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.

DUTIES AND RESPONSIBILITIES

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

Customer Service/Clerical

Manage Administrative staff and maintain 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 City Council

CITY SECRETARY

Directs the official publications of City legal advertising conduct municipal elections

Responsible for posting all notices furnished for meetings of the City Council, boards Commissions and committees, and maintains copies of meeting minutes.

Attend bid openings as directed by the Mayor

Responsible for production and distribution of City Council agendas

Coordinates the application process for citizens' boards and commissions.

Oversees all financial activities including Utility Billing, Payroll, Accounts Payable and budget activities and reporting.

Works with auditor for the annual audit report.

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. With 5 years related experience 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

Ability to perform data entry and inquiry functions at an acceptable level of accuracy

Ability to perform multiple tasks simultaneously, accurately and efficiently

Ability to maintain a professional tone when dealing with the public

LANGUAGE

CITY SECRETARY

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, establish priorities to deal with a variety of situations

Ability to think quickly, maintains self-control and adapts to stressful situations.

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

This work 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).

Salary range: \$40,000.00 - \$45,000.00/YR.

Please submit resume to: City of Prairie View
ATTN: Human Resource
P. O. Box 817
Prairie View, TX. 77446

The City of Prairie View is an Equal Employment Opportunity Employer. M/F