



Job Description

Job Title: City Secretary	FSLA: Non-Exempt
Unusual Working Conditions: None	Full-Time: 30 hours per week

A. Job Summary:

Under the direction of the City Manager, the City Secretary serves as the **Administrative Executive Secretary**, providing high-level administrative support to the City Manager and Mayor. This role is responsible for managing, organizing, and maintaining all official records of the City, with a special emphasis on ensuring accuracy, compliance, and accessibility. The City Secretary coordinates meetings for City staff and the City Council and serves as the primary point of contact for public inquiries via telephone, electronic and regular mail.

Additionally, the City Secretary serves as the **Administrative Judge for the Municipal Court** and provides backup support to the Municipal Court Clerk. This position requires a high level of professionalism, discretion, and organizational efficiency to uphold the integrity and effective functioning of municipal operations.

Responsibilities encompass a wide range of duties, including but not limited to those outlined below.

B. Job Duties

- Prepares and manages City Council agendas as directed by the Mayor or City Manager.
- Compiles and distributes supporting documents for agendas and ensures timely posting of meeting notices in compliance with legal requirements.
- Prepares and maintains accurate meeting minutes for City Council approval.
- Attends City Council meetings and serves as the official recording secretary.
- Facilitates the publication of all required legal notices in the City's official newspaper, ensuring compliance with state law deadlines.
- Responds to requests for information and assistance from the City Council, staff, and the public in a timely and professional manner.
- Maintains and organizes official City records, correspondence, and filing systems.
- Safeguards the City Seal and all official documents, including ordinances, resolutions, contracts, agreements, and meeting minutes, and attests to official documents as required.
- Serves as the **Official Records Management Officer**, ensuring compliance with state laws governing municipal records.

- Receives and verifies petitions, initiatives, referendums, recall proceedings, and applications for office on behalf of the City.
- Assists in the preparation, recording, and reporting of the annual budget.
- Provides customer service support to other City departments as needed.
- Responds to public inquiries and provides information regarding City policies and procedures.
- Performs clerical, administrative, and accounting duties as required to support City operations.
- Prepares reports, correspondence, bills, vouchers, receipts, schedules, requisitions, statistical data, and other documents; maintains financial and statistical records as needed.
- Evaluates departmental needs and recommends equipment purchases; procures supplies and equipment in accordance with budgetary and procurement policies, including preparation of bid specifications.
- Maintains a positive public relations program with residents, businesses, and community organizations, fostering a strong connection between the City and its stakeholders.
- Prepares and submits federal, state, and local reports as required.
- Attend seminars, training, conferences, and meetings, as approved by the City Manager, to stay informed on current municipal government practices.
- Collaborates with external agencies and organizations to ensure comprehensive and consistent service delivery to the City of Kempner. Promotes a culture of teamwork, ethics, trust, and mutual respect within the City staff and the community.
- Represents the City at meetings as required.
- Keeps the City Manager and Mayor informed of critical issues and developments affecting municipal operations.
- Assists in the planning, coordination, and execution of City events.
- Performs additional related duties as assigned.

C. Job Requirements

Education, Experience & License Requirements

- High School Diploma or GED is required
- Experience in the field of local government operations is preferred but not required.
- Must be licensed to operate a motor vehicle in the State of Texas and have reliable personal transportation means.
- Must pass a background check.

D. Knowledge, Skill and Ability Requirements

- Demonstrated experience in bookkeeping and accounting principles, including maintaining financial records, preparing reports, reconciling accounts, and processing invoices and payments.
- Proficiency with accounting software and tools (e.g., QuickBooks, Excel, or other financial management systems).
- Highly proficient in computer operations, including all commonly used Microsoft Office applications; adept in using office equipment such as copiers and scanners
- Excellent oral and written communication skills, with the ability to accurately record and convey information in a precise, professional manner.
- Strong understanding of public administration principles, local government operations, and financial management.

- Skilled in meeting administration, records and ordinance management, election administration, permit processing, and execution of official documents; experience working closely with elected officials.
- Capable of handling multiple responsibilities effectively in a fast-paced environment.
- Strong ability to exercise sound judgment in evaluating situations and making informed decisions.
- Ability to anticipate supervisor's needs and be prepared with answers/details.
- Ability to manage assigned projects and work through all the details, keeping supervisor informed.

Preferred Qualifications

- Bilingual in English and Spanish. Given the diverse population served by the City, the ability to fluently speak, read, and write in Spanish is highly preferred to enhance communication and service delivery to Spanish-speaking community members.

Physical Requirements

- Capable of standing, sitting or alternating between the two for up to 8 hours.
- Capable of walking short distances.
- Capable of lifting and carrying office items weighing up to 35 pounds.
- Capable of attending work on a regularly scheduled basis.
- Capable of attending work on weekends or holidays when needed for emergencies or abnormal events.
- Periodic travel is required. To meet the travel requirements of this job, this job requires the employee to possess the physical and mental ability to operate a vehicle long enough to reach any area in Texas with reasonably short breaks.

E. Supervisory Responsibilities

None.

F. Job Contacts

- Other employees of The City of Kempner
- City of Kempner Council Members and Mayor
- Municipal Court Judge
- City of Kempner Attorney(s)
- Stakeholders of the City, including but not limited to:
 - Local and state law enforcement officers
 - Local and state elected officials
 - Members of the general public.
 - Other persons representing other municipalities, counties, and the State
 - State Regulatory agencies

This job description is intended to convey information essential to understanding the scope of the City Secretary's position and is not intended to be an exhaustive list of duties. The incumbent may be required to perform additional tasks, assume new responsibilities, or assist in other areas as directed by the City Manager, to meet the administrative and operational needs of the City. Such assignments will be consistent with the scope and responsibilities of this position.

The City of Kempner is an equal opportunity employer.