



Incorporated December 27, 1912  
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## CITY OF SEADRIFT

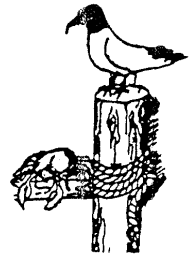
Post Office Box 159/501 S. Main St.

Seadrift, Texas 77983

Tel: (361) 785-2251

Fax: (361) 785-2208

[seadrift@seadrifftx.org](mailto:seadrift@seadrifftx.org)



### JOB DESCRIPTION

#### POSITION: CITY SECRETARY

**EMPLOYEE CLASSIFICATION:** SALARIED – EXEMPT *(Set by the City Council on January 14, 2025)*

#### SUMMARY OF POSITION:

The City Secretary is appointed by the City Council. To plan, direct, manage, and oversee the activities and operations of the City Secretary's Office, including serving as liaison between the City Council and the public; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor, and City Council. Responsible for all paperwork pertaining to official business of the City Council, and for implementation of the City's records management program; acts as representative of the City at various functions; open records; municipal elections; records management; and all aspects of human resources. Position involves regular contact with the public in situations that affect the accomplishment of the job and requires considerable tact and diplomacy.

#### ORGANIZATIONAL RELATIONSHIPS:

This position is accountable to all of the City Council. Works closely with other Department Heads and Department Supervisors. Exercises supervision over clerical staff in City Hall and the Municipal Court.

#### MAJOR DUTIES:

- Provides administrative support to the Mayor and the City Council.
- Prepares and posts all agenda and meeting notices of the City Council and Council-appointed boards. Attends all City Council and Council-appointed board meetings and records all official proceedings; prepares and preserves accurate minutes and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings for the Council.
- Prepares documentation for and recordings of official City Council minutes, ordinances, resolutions, and other related business.
- Maintains official city records and oversees records management and retention program.
- Provides review and responds to public information requests.
- Administers the election process for the City of Seadrift.
- Prepare staff reports and other necessary correspondence.
- Assists the public and employees; provides information on departmental and city policies and procedures as required; and transfers inquiries to the appropriate individual or department as

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necessary. Responds to and resolves difficult and sensitive citizen inquiries and complaints through established City practices and procedures.

- Certifies and executes official City documents; maintains custody of City Seal; administers and files oaths of office.
- Participates in the development and preparation of the City budgets.
- Oversee and facilitate all aspects of Human Resources. Coordinates and manages assigned programs' expertise in a variety of human resources activities to include benefits, benefits programs, compensation, workman's compensation/claims, and risk management, and maintains all City employees' personnel records. Conducts research and responds to a variety of inquiries from employees and retirees. Manages and oversees annual employee programs. Manages and oversees COBRA and FMLA administration, as well as property and casualty insurance for the City.
- Perform other job-related duties and responsibilities as assigned.

### **KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION:**

- Knowledge of the Public Information Open Records Act
- Knowledge of the Open Meetings Act
- Knowledge of Election Laws and Procedures
- Good knowledge of records management operations
- Ability to manage an office and supervise the work of others
- Office procedures, methods, and computer equipment

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree or three (3) years' experience related to the area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, such as those listed above.
- Must have a valid Texas Driver's license.
- Certified or registered in the Municipal Clerk Certification Program, i.e. Texas Municipal Clerk Association (TMCA). Ability to complete certification program within two (2) years.
- Must be a notary public or have the ability to become one after being hired.