

CITY SECRETARY JOB NOTICE

City of Plantersville
Plantersville, Texas, United States

Send resumes to: Mayor Karen Hale at khale@cityofplantersville.net

For more information call: Mayor Karen Hale 713-851-8304

Posting open until position is filled.

Job Type: Part Time

Job Duration: Indefinite

Salary: TBD, benefits not included

Minimum Experience: 5 years, current software and computer knowledge

Minimum Education: H.S. Diploma

Travel: Minimal

Salary Type: Monthly

Job Function: Secretarial, administrative support, general accounting, record management, maintain Open Records Act and Texas Open Meetings Act compliance

Description: The City Secretary will be responsible for the accurate preparation, documentation and storage of agendas, minutes, resolutions, ordinances, and other various City documents, and will manage City elections and act as the official custodian of records for the City. The City Secretary will answer the phone when in office and at some other times, make note of each call, and forward calls to the Mayor when necessary. The City Secretary will provide support to the Mayor and the Board of Aldermen, and will attend all posted City meetings.

Essential Job Functions: Compile, develop, and distribute meeting materials and agendas (meeting packet) for the Board in a timely manner and assist in setting up Board Chambers or meeting rooms. Post meeting notices on Town Hall and Website.

Take charge of and maintain all official records of the City and keep the corporate seal, countersign all required documents.

Manage City elections, post all legal notices as required by state law, coordinate the City's part of the election process, recruit election judges and clerks, monitor candidate filing of required reports, accept applications from candidates to be placed on the ballot.

Compile, identify, present, justify, and monitor budget, and send monthly copies of bank statements with the monthly meeting packet. Maintain financial records and interface with the audit firm.

Work with the public in person, by phone, and correspondence; respond to appropriate public inquiries according to Open Records Act; assist Board Members, citizens, and agencies with requests for or with questions concerning records; maintain a computer back up, and maintain all other records required for the City.

The City Secretary will perform other duties as assigned by the Mayor.