



CITY OF OVERTON

JOB DESCRIPTION

City Secretary/HR Director

Job Title:	City Secretary	FLSA Status:	Non-Exempt
Department:	Administration	Safety Sensitive:	No
Supervisor:	City Manager	Work Location:	City Hall

POSITION SUMMARY:

The City Secretary is a Department Head and City Officer position appointed by the Mayor and City Council and is subject to the supervision of the City Manager. The City Secretary performs functions and duties of a Municipal Clerk, City Secretary, Community Development and Building Inspections Coordinator, Human Resources Coordinator and City Cemetery Administrator and Elections Administrator. This position must maintain a high level of professionalism.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the City Manager. This position is responsible for the supervision of the Cemetery Clerk and any other position if under the expressed direction of the City Manager in the role Interim City Manager as appointed by City Council.

WORKING RELATIONSHIPS:

Relationships with coworkers shall be guided by the following tenets: The incumbent is cooperative and, when appropriate, assists others. Works to promote teamwork within the department and within the City in general. Shares information with peers. Resolves conflict through the use of tact and diplomacy. Accepts responsibility and works well when given responsibility. Accepts and is eager to learn new duties. Offers suggestions to improve the activities of the department and the operation of the City in general. Continually strives to improve the proficiency of their job performance and provide a safe work environment. Is a self-starter. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

ESSENTIAL DUTIES:

City Secretary Duties include but are not limited to the following:

1. Manages and participates in the development and administration of the administrative budget; assists the forecast of additional funds needed for staffing, projects, equipment and supplies; assists the monitoring of and approve expenditures; assists the preparation and implementation of budgetary adjustments
2. Represents the office of the City Secretary to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues

3. Serves as the official record keeper of the City, providing for the preparation, indexing and retention of meeting notifications, agendas, minutes, ordinances, resolutions, contracts, codes, deeds, easements, bonds, and related documents
4. Responds to inquiries regarding public records, the Public Information Act (Texas Government Code Chapter 552); reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld; justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act; provides assistance to the public by helping to identify records and information relevant to the request and suggesting ways to overcome any practical basis for denying access; ensures timely response to all requests and communicates in writing with any requester in cases of unusual requests that may cause delays in obtaining all requested information
5. Prepares the agendas, agenda packets, attends, records and transcribes minutes for all City Council, Planning and Zoning, Zoning Board of Adjustment and Overton Municipal Development District meetings
6. Follows-up on City Council actions, as required; attests, publishes and posts ordinances and resolutions, executing legal contracts, overseeing the recording of documents, and preparing follow-up correspondence
7. Official Elections Administrator for all City elections, maintains a calendar of election events, for candidates and City ballot measures, including preparing candidate guidelines, prepares candidate packets, providing information to candidates regarding procedural and disclosure requirements and publishing election notices and results within legal guidelines
8. Maintains the City's Municipal Code by tracking ordinances and providing for their publication and distribution; administers in-house updates of the Municipal Code
9. Maintains all official records of the City including but not limited to contracts, ordinances, resolutions, proclamations, grant documents, elections and various other records as prescribed by law
10. Plans, oversees and coordinates the processing of claims, subpoenas and summons against the City; delegates the gathering of necessary information; interacts with other City staff, the City Attorney and insurance representatives regarding claims
11. Administers the City's records management program, including preparing of such records for storage and destruction as needed
12. Oversees and maintains the City website's including posting of agendas, minutes, various reports and general informational materials
13. Notarizes documents for City business and the general public
14. Administers the oath of office to both elected and appointed City officials when applicable
15. Oversees, coordinates and implements the City's conflict of interest code; ensures that all notifications and conflict of interest forms are maintained and kept up-to-date
16. Prepares and directs the preparation of a variety of correspondence, agendas, reports, procedures, ordinances and other written materials
17. Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required
18. Coordinates with the City Manager for daily, regular and ongoing assigned responsibilities
19. Reports either orally or in writing to the City Manager regularly concerning the status and progress of activities, projects and goals
20. Performs studies, surveys and other administrative duties
21. Provides administrative support to other departments as needed

22. Assists in the preparation of bids and specifications, receives and logs incoming bids and attends bid openings
23. Post and publishes all legal ad and public notices
24. Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, attending meetings
25. Oversees and ensures that the office administrative functions of the department are effectively carried out; recognizes and solves issues and problems in situations that may require the use of tact, independent judgment and skill in resolving conflicts
26. Organizes and maintains various administrative, confidential, reference and follow-up files; purges files as required; may assist in the maintenance of the official records of the City, including the City Code and receives official documents as assigned
27. Processes all insurance claims
28. Maintains the City's vehicle and equipment lists
29. Willing to obtain necessary training and certifications to perform job functions

Human Resources Coordinator Duties include but are not limited to the following:

1. Receives, reviews, verifies and processes time recording documents to prepare payroll for all City employees; audits such documents for completeness, accuracy and compliance with rules and regulations
2. Maintains records of employee payroll deductions, retirement, insurance choices, garnishments, and other factors related to payroll; prepares reports and payments for various tax, financial and insurance organizations, including W-2's, 1099's and various other state agency reporting
3. Reviews, corrects and approves all payroll transaction documents before processing including pay/time/file adjustments, requests for supplemental checks, and manual checks
4. Assists management, employees, and outside agencies with payroll questions and requests; researches and resolves issues related to payroll, leave balances, benefit and other deductions and other payroll related matters
5. Researches changes to wage and hour ordinances; recommends and implements procedural changes to comply with Federal, State and local wage and hour laws, codes and ordinances, including resulting policies and procedures.
6. Provide technical information and instruction regarding applicable procedures and methods in assigned areas to other City staff
7. Participates in the preparation and administration of the payroll budget
8. Writes, advertises, posts and mails job bulletins; screens applications for minimum qualifications
9. Schedules and coordinates selection processes and arranges interviews involving department head and prospective candidates
10. Prepares eligibility lists, notifies candidates at all steps of the selection process; coordinates employee pre-placement physical examinations for newly-hired employees
11. Notifies hiring departments and reviews testing and interview results; conducts reference checks to obtain additional candidate information; establishes and maintains eligibility lists for positions.
12. Answers questions regarding open positions, applications procedures, employment procedures, and basic salary administration practices
13. Prepares and updates information in personnel database records, including new positions, vacancies and performance evaluation records
14. Assists the City Manager in performing job analysis and salary surveys

15. Prepares correspondence related to employment, selection procedures and interview results; maintains forms and databases
16. Processes newly hired employees' employment and insurance paperwork and answers employee questions regarding benefits, open enrollment periods and other events regarding employee benefits
17. Maintains and updates job descriptions and maintains City's organizational charts
18. Maintains the employee-tracking database; conducts recruitments for temporary/seasonal positions; and responds to requests for employment verification
19. Provides information and updates the City's website about Human Resources activities.
20. Provides information to City staff, other organizations and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures and ordinances
21. Maintains accurate records and personnel files
22. Processes all worker compensation and unemployment related claims.
23. Maintains shot records on all employees for City required and paid vaccinations

EDUCATION AND EXPERIENCE

- Equivalent to the completion of High School or GED obtained plus some related college or vocational training.
- At least 2 years of administrative support experience.
- Ability and desire to obtain the Texas Municipal Clerk Certification recognized by the Texas Municipal Clerks Association, Inc. Demonstrated by enrollment in courses and/or attendance at seminars within the first year of employment.

LICENSING REQUIREMENTS:

- Valid state of Texas Class C motor vehicle operator's license
- Licensed as a Notary Public or ability to obtain notary license

PHYSICAL REQUIREMENTS:

Positions in this class typically require: Must be customer service and people oriented. Must be able to multi-task in a fast-paced environment. Must possess the ability to communicate in the English language both verbally and in written form, communicate conceptual or informative ideas to others in both written and verbal form. Must possess the ability to establish priorities, plan, organize and work independently or with fellow employees. Ability to establish and maintain effective working relationships with elected officials, the general public and fellow employees. Must be able to comprehend city ordinances, state laws, federal laws and other regulations. Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

The City of Overton is an Equal Opportunity Employer. In compliance with Disabilities Act (ADA), the City of Overton will provide reasonable accommodations to qualified individuals with disabilities.