City of Weston Lakes

City Secretary Job Description

The position of City Secretary is a statutory position required by Texas State law. The City Secretary is an officer of the City, confirmed by the City Council. In addition to the statutory duties of the position, the City Secretary is in charge of Records Management, City Administrative Requirements, and City Hall lobby (Open Hours) operations.

The City Secretary packages and provides to Council all pertinent information in preparation for City Council Meetings; maintains all records and actions generated from City Council meetings in compliance with the Texas Open Meetings Act; authenticates all official documents; safeguards official records and files; coordinates administration of City elections with Fort Bend County; provides the Public with information in accordance with the Texas Public Information Act; maintains historical records and archives; administers oath of office to new City officials; and provides excellent customer service to the public in a timely, professional and efficient manner.

The City Secretary's Office serves as a resource for citizens' questions and is a link between citizens and the City organization.

The City Secretary shall be employed by a majority vote of the City Council. There is no stated term of office and shall only be removed from office by a majority vote of the City Council. Compensation for the City Secretary will be set by the City Council. Worker's Compensation insurance will be provided by the City.

An annual review will be performed by the Mayor and Council Members, including setting specific goals and objectives, and a review of the prior year performance in meeting the previously set goals and objectives. The City Council will use this review as a part of the criteria for adjusting compensation.

The City Secretary position is part time, with a twenty-four hours per week schedule. The City Secretary will be paid, in addition to the regular twenty-four-hour work week, for additional hours for each City Council Meeting, Workshop, or special event that requires attendance and preparation.

If exceptions to the hourly limit, other than scheduled meetings as described above, do occur and are approved by the Mayor and Council, and agreed to by the City Secretary, pay will be at the regular rate of pay up to forty hours, with time and a half over forty hours. Holidays that fall on a work day will be paid at the regular rate of pay as long as the previous and next work days are worked or scheduled as vacation in advance. As a part time position, Health and Retirement Benefits are not provided by the City. After one year of employment, the City Secretary will be granted three days of sick leave and one week (equivalent) of vacation. After three years of employment, sick leave will be increased to five days and vacation to two weeks (equivalent). Sick days and vacation days do not accrue year over year, however unused sick days will be compensated at the regular rate of pay in the first pay period in January.

The City Secretary shall be the clerk or secretary of the Council, attending each meeting of the governing body of the municipality, and whose duty it shall be to act as reading and recording clerk to the council and to certify the correctness of the minutes and the journals and to perform such other duties as may be required by the City Council. The Secretary shall also provide staff support to the City Council and the Mayor and provide Council with appropriate information regarding agenda items; attend meetings; record minutes of meetings; arrange for preparation and distribution of minutes as required; notify departments and citizens of City Council decisions; arrange visits for City Council; and assist in planning City Council functions.

The duties of the City Secretary shall also include being custodian of all the papers and records of the council proceedings of the city, with power to make certificates of any proceedings of the City Council, to affix the City Seal thereto, and to do and perform all things and acts usually done or necessary to be performed by secretaries or clerks of cities in connection with the business thereof.

In addition to the duties herein mentioned, the City Secretary shall do and perform such other duties, acts and things as may be required of him or her by the Mayor or City

The City Secretary shall:

1 Keep and ensure all laws, resolutions, and ordinances of the governing body are properly filed.

1. As the Records Administrator/Custodian of Records for the City; keep, take charge of, arrange, and maintain the official records of the governing body, both physical and electronic; maintain custody of city seal, affix to documents and obligations of the city as required; countersign city documents; recommend rules and regulations to be adopted to protect municipal records; establish systems to file and maintain official records including minutes, ordinances, resolutions; contracts, judgements, surety bonds, deeds, elections and other records; ensure all records are maintained in compliance with mandated requirements; ensure records are open to the public.
2. Keep, prepare and ensure distribution of all notices required under any regulation or ordinance of the municipality or State law.
3. Serve as the general bookkeeper of the municipality and shall keep regular accounts of the municipal receipts and disbursements. The City Secretary shall keep each cause of receipt and disbursement separately and under proper headings. The City Secretary shall also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality. The City Secretary

shall credit accounts allowed by proper authority and shall specify the particular transaction to which each entry applies. The City Secretary shall keep records of the accounts and other information covered here and provide reports as requested by the Mayor and Council.

1. Keep all contracts made by the governing body.
2. Perform all other duties required by law, ordinances, resolution, or order of the governing body.

In addition, the City Secretary has responsibility for the following, which may be changed or updated by Policy and Process definition, changes in Technology, or update to the State Law.

(Processes to be documented);

* 1. Each Work Day:
		1. Pick up Mail from Post Office;
		2. Open and Distribute Mail (File appropriately as City Business);
		3. Handle Correspondence;
		4. Write and post letters on behalf of the City;
		5. Handle email, respond or forward as appropriate;
		6. Maintain the City Website as Website Administrator. Ensure any substantive additions or postings on the website are approved by three members of Council (includes Mayor). This is also true of any email or Social Media distribution.
	2. Administer compliance with the Open Records Act and Texas Public Information Act including responses for public information or data, archiving of both physical and electronic media.
	3. Education and Training - Pursue City Secretary Certification; attend and participate in professional group meetings; stay abreast of current legislation regarding City Council; municipal elections and municipal records.
	4. Prepare and process ordinances, resolutions and proclamations once approved.
	5. Assist the public with permit applications and questions