

**CITY OF COMMERCE
JOB DESCRIPTION
CITY SECRETARY**

Department: City Manager

Reports to: City Manager

Class Number: 1.5

Date: May 23, 2000

Revised: August 9, 2005

JOB SUMMARY

Provides a variety of routine and complex supervisory, clerical, and administrative work in the administration of the City government.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.
4. Communicates official plans, policies and procedures to staff and the general public.
5. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
6. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
7. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
8. Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

9. Prepares a variety of studies, reports and related information for decision-making purposes.
10. Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification; catalogs and files all city records.
11. Attends regular and special city council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.
12. Prepares and distributes agendas, materials, minutes and records of meetings.
13. Files ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code.
14. Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.
15. Administers the issuance of municipal licenses, including business and various regulatory licenses as assigned in accordance with applicable city ordinances and other regulations.
16. Administers oath of office to public officials.
17. Serves as a notary public.
18. Prepares reports for Council Meetings as directed.
19. Prepare surveys and other reports as directed.
20. Provides public records and information to citizens, civic groups, the media and other agencies as requested.

PERIPHERAL DUTIES

Attend seminars and workshops related to City Secretary's duties and responsibilities.

Types Council Member's and Mayor's correspondence; makes reservations and travel arrangements for meetings, seminars, and conventions.

Assists in the preparation of ordinances and resolutions as directed.

Accepts claims for damages and other legal papers served on the City.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in business management, records management, public administration or a closely related field; and
- (B) Two (2) years of related experience; or
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the principles and practices of modern public administration; Extensive knowledge of office practices and procedures; Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;
- (B) Skill in operation of listed tools and equipment;
- (C) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, other departments, officials and the public; Ability to communicate effectively verbally and in writing; Ability to plan, organize and supervise clerical workers and assigned staff.

SPECIAL REQUIREMENTS

Must be bondable; Valid drivers license, or ability to obtain one; Notary public certification within six months; Maintain continuing education credit in areas of responsibility including, but not limited to, elections, records management, open meetings, public information, bidding and contracts, etc.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, spreadsheet and data base software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves sitting, talking, hearing, using hands to feel, handle or operate objects and reaching with hands and arms. The employee is occasionally required to walk. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or carry up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; drug screening; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Commerce is an "at will" employer. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have been furnished a copy of this job description.

Signature

Date