



1200 East Broad Street
Mansfield, Texas 76063
Telephone: 817-276-4267

JOB TITLE	City Secretary	SALARY: \$ 62,830 –\$ 87,962 DOQ
DEPARTMENT:	City Secretary Office	
APPLICATIONS ACCEPTED FROM:	September 23, 2015 until filled	

The City Secretary serves as an officer of the city and is appointed by the City Manager. The City Secretary is responsible for the executive leadership, direction, and management for the City Secretary's Office and for providing leadership and direction in the areas of administrative support for City Council to include the documentation, publication and preservation of all official city records, including minutes, ordinances, resolutions, contracts, deeds, easements, historical data, vital statistics, administration of city elections, and records retention. This position is designated as the City Records Management Officer and the Local Registrar of Vital Statistics.

TYPICAL DUTIES:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other employees within the department. The list of work to be performed, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. These tasks may also be performed by other employees within the department.

- Administer, coordinate and supervise all city general elections; prepare the city's election calendar and related ordinances and resolutions; create packets for election candidates; obtain election supplies; coordinate city election with the Tarrant, Johnson and Ellis County election administrators, maintain candidate filings; post-election notices as required by law; coordinate with local entities for the efficient operation of elections, serve as Early Voting Election Clerk.
- Oversee the administration of the open records program to ensure requests are in accordance with the Texas Public Information Act and provide timely and accurate information to internal and external customers.
- Attend all meetings of the City Council and develop official minutes of the proceedings.
- Administer and direct the preparation and posting of City Council agendas and notices, to include the assembly and distribution of meeting agenda packets and posting all notices of City Council meetings in accordance with the Texas Open Meetings Act.
- Serve as Records Management Officer; oversee the administration of the city's records management program including records retention, retrieval and

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destruction, maintain records retention policies and procedures, as well as conduct records management training for city staff to ensure that all records are maintained in compliance with rules, regulations and laws governing procedures for recording and maintaining official city records.

- Maintain and supervise the codification, supplement and distribution of the City Code of Ordinances.
- Administer and oversee the maintenance of official city records by serving as the official custodian of records, ensuring the preservation of original documentation including but not limited to all agendas, minutes, ordinances, resolutions, contracts, deeds, easements, city properties and other legal documents.
- Coordinate with city departments to issue bid number, advertisement date, and bid opening date as required by law; obtain copies of specifications and mailing list; attend and record all bid openings for the city; maintain permanent bid files.
- Serve as Local Registrar for vital statistics for the City of Mansfield birth and death records.
- Administer and oversee the preparation and advertisement of enacted ordinances.
- Oversee the administration of the issuance of Texas Alcoholic Beverage Commission applications for restaurants and off-premise beer and wine sales; maintain database.
- Receive, verify and certify petitions in accordance with rules and regulations prescribed by state and charter; perform necessary disposition; maintain permanent files.
- Administer and direct the preparation of exempt city vehicle license plates and titles for new and seized vehicles and equipment; license plate renewals; inventory records.
- Coordinate and maintain the flow of information covering Council appointed Board and Commission members, coordinate application and appointment procedures; maintain the City Board and Commission applications.
- Serves as contact representative, coordinate calendars and correspondence and manage the email accounts for Mayor and City Council.
- Administer Oaths of Office.
- Perform duties as a certified Notary Public for city documents.
- Develop and administer the budget of the City Secretary's Office.
- Direct and manage department staff including hiring, training, disciplining, coordinating, prioritizing and reviewing work.
- Prepare and receive, maintain applications, reports and reimbursements for Hotel Occupancy tax funds.
- Ensure compliance of legislation affecting local elected and appointed official, to include management team members.
- Arrange and attend all council sub-committee meetings and record notes of proceedings.
- Assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in Business Administration, Public Administration, Records Management or similar field, and five (5) years municipal administrative experience, two (2) years of which are in a managerial or supervisory role; or equivalent combination of education and experience.
- Possession of the Texas Municipal Clerks Certification Program with ability to acquire certification or attend classes offered through the Texas Municipal Clerks Certification Program
- Must possess valid State of Texas driver's license.
- Possess or obtain Notary Public Certification from the State of Texas within one year from date of hire.
- Extensive knowledge of the Texas Public Information Act, Texas Open Meetings Act, and Texas Election Laws, Texas Local Government Code, Texas Municipal Laws and Procedures.
- Extensive knowledge of the Texas Alcoholic Beverage Commission regarding the acceptance of issuance of off-premise beer and wine sales and mixed beverage applications.
- Extensive knowledge of the Texas State Library's records management procedures.
- Advance principles and procedures of record keeping.
- Ability to work nights or weekends as scheduled.
- Knowledge of law and charter provisions relating to the powers and duties of the City Secretary.
- Knowledge of the City Charter.
- Knowledge of Robert's Rule of Order and City Council Procedural Rules of Council.

DESIRED TRAINING AND EXPERIENCE

- Practices and procedures involved in organizing various types of records and information.
- Skilled in planning and implementing departmental procedures and objectives.
- Tactfully respond to requests and inquiries from the general public.
- Possess strong interpersonal and organization skills.
- Ability to handle confidential information in a responsible manner.
- Ability to communicate effectively, both verbally and in writing.
- Ability to prepare clear, concise and accurate records, correspondence and other written material.
- Knowledge of principles and practices of local government administration, budget preparation, and personnel management.
- Knowledge of principles and procedures of record keeping.
- Ability to travel and attend training seminars and municipal functions.
- Modern and complex principles and practices of maintaining official city records
- Organize and carry out assignments to completion with minimum instructions.

PHYSICAL REQUIREMENTS

Sedentary work. Work is performed in an office setting. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body.

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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Physical Demand/Description	Frequency
Standing-to file documents	O
Sitting-at desk and meetings	C
Walking-to various offices	O
Lifting- file boxes and books	R
Carrying - file boxes and books	O
Pushing/Pulling - file cabinet doors	F
Reaching - for books and files	F
Handling - books, papers, files	F
Fine Dexterity - for computer use	O
Kneeling - at file cabinets	O
Crouching - to reach under desk and into shelves	R
Crawling	N
Bending - to reach items on floor	O
Twisting - to see people and presentations	R
Climbing - to reach shelves in storage room	R
Balancing - placing items on shelves	O
Vision - for computer work	C
Hearing - for keeping records at meetings	C
Talking- for communicating	C
Foot controls	O/N
Other (Specify)	