



CITY SECRETARY/HUMAN RESOURCES DIRECTOR

JOB DESCRIPTION

City of West Lake Hills, Texas

GENERAL PURPOSE

Under administrative direction from the City Administrator, plans, directs, and supervises the activities and operations of the City Secretary and Human Resources offices of the City of West Lake Hills and the management of the City Council and Board of Adjustment

SUPERVISION RECEIVED

Reports to and works under the general supervision of the City Administrator

SUPERVISION EXERCISED

Support staff as assigned, such as administrative contract employees

Essential Duties and Responsibilities

1. City Secretary:

- Coordinates the preparation of agendas and other necessary materials for City meetings; attends City Council and Board of Adjustment meetings; serves as the recorder and prepares official minutes; maintains the minutes of City Council and Board of Adjustment meetings in the official records
- Serves as the *Records Management Officer* by managing, implementing, and maintaining the City's Records Management systems
- Maintain active and archive City files and official documents to include ordinances, resolutions, contracts and agreements, statistical info, individual property owner folders, zoning changes, variances, subdivision plats and building plans
- Archive City documents for historical preservation as needed
- Serves as the *Public Information Officer* by fulfilling all incoming public information requests in accordance with the Texas Public Information Act
- Acts as second co-signer for City disbursements on all payroll and accounts payable checks..
- Coordinates the appointment process for City's Boards and Commissions and administers the Oath of Office to board members and elected officials
- Serves as the City's *Election Officer* with the coordination of all General and Special Elections with Travis County
- Perform a variety of responsible and confidential administrative duties
- Various Finance duties such as Budget Preparation and Monitoring, Requests for Quotes, Credit Card Reconciliation and Disbursements
- Performs other duties as assigned by the City Administrator

2. Human Resources Director

- Collaborates with City Administrator and Department Directors to understand the organizations goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations;

performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development

- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management
- Conducts research and analysis of organizational trends including review of reports and metrics from the organizations human resource information system (HRIS) or talent management system
- Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management
- Performs other duties as assigned by the City Administrator

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, library science, records management, or a closely related field
- Three years of increasingly responsible administrative experience, preferably in a municipal setting
- Possession of, or ability to obtain, certification as a municipal clerk from the Texas Municipal Clerks Association and/or the International Institute of Municipal Clerks
- Possession of, or ability to obtain, records management and human resources certifications
- Possession of, or ability to obtain a Texas Notary Public

Knowledge of and Ability to:

- Communicate clearly and concisely, both orally and in writing
- Plan, Manage and direct a comprehensive city records and city election program
- Develop and administer departmental goals, objectives, and procedures
- Analyze and assess programs, policies and operational needs and make appropriate adjustments
- Identify and respond to sensitive community and organizational issues, concerns, and needs
- Plan, organize, direct, and coordinate the work of subordinate employees
- Delegate authority and responsibility
- Select, supervise, train, and evaluate subordinate employees
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze and evaluate new service delivery methods and techniques
- Perform city secretary duties for the City Council including recording official minutes
- Perform city recorder duties for city documents including minutes, ordinances, resolutions, contracts, judgments, surety bonds, deeds, elections, and other records
- Perform Human Resource duties for the City
- Plan, direct and conduct city elections
- Prepare clear and concise administrative and financial reports
- Prepare and administer large and complex budgets
- Interpret and apply applicable federal, state, and local policies, laws and regulations

SPECIAL REQUIREMENTS

- Possession of a valid Texas Driver License issued by the Department of Public Safety
- Must be bondable

TOOLS AND EQUIPMENT USED

- Personal computer including Windows XP office, Outlook, Excel, Word, Laserfiche Client, word processing, spreadsheet, internet, web client, Incode, 10-key calculator; phone; scanner/copy machine; fax machine

PHYSICAL DEMANDS

- Vision adequate to operate vehicles and office equipment, read instructions and follow directions
- Hearing adequate to converse on telephone and in person
- Body mobility adequate to drive and perform related office duties including reaching and bending for files and related office items
- Use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions
- Ability to lift office files, binders, and small office equipment as needed

WORK ENVIRONMENT

- The work environment characteristics 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 moderate