

Approved By: City Manager
Approved Date: 11/27/2024

Department: Administration
Reports To: City Manager
FLSA Status: Non-Exempt

General Statement of Duties

Under the general supervision of the City Manager, the City Secretary is responsible for the smooth day-to-day functioning of the administration office and performs tactful handling of persons calling on the City Manager and Assistant City Manager(s). The employee in this class is required to apply considerable independent judgment in handling situations of a highly sensitive nature. Special assignments are frequently given by the City Manager, City Attorney or Assistant City Manager to free them from routine administrative details on unusual or complex administrative and legal problems.

Essential Functions

The City Secretary's duties include the following:

- Manage and maintain City Manager and Assistant City Manager's calendar and remind them of times.
- Interprets administrative policy and decisions as explained and directed.
- Prepares, reads, analyzes, files, and retrieves invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheets, databases, and/or presentation software and determines their significance and plan their distribution.
- Responsible for preparing City Manager, City Attorney and Assistant City Manager's procurement card statements.
- Makes travel arrangements for City Manager, City Attorney and Assistant City Managers.
- Receives visitors, interviews, and screens callers, determines proper referral of callers, and handles inquiries personally if possible.
- Responsible for reviewing and analyzing all incoming mail for Administration.
- Performs general office duties such as maintaining records management systems and performing basic bookkeeping work, filing, and retrieving city documents, records, and reports.
- Prepares personnel action forms (PAF) for administration and senior leaders.
- Responsible for Senior Leader timekeeping.
- Performs administrative liaison work with Senior Leaders.
- Coordinates sponsorship requests and plans accordingly.
- Responsible for creating requisitions for departmental purchase orders (PO's).
- Responsible for analyzing, responding and/or redirecting reports from Residents of Progreso.
- Prepares departmental budget adjustments for City Manager's review.
- Performs other duties as assigned.

Minimum Qualifications and Requirements

Bachelor's degree. Substitution: experience providing executive assistant or legal assistant/paralegal experience can substitute for a degree on a year-to-year basis up to four years. Four years full-time experience providing advance professional administrative support to a manager, executive level director or legal assistant/paralegal experience.

Supervisory Responsibility

This position has no supervisory responsibilities.

Preferred Qualifications

Work experience in a municipality as an executive assistant, particularly in the areas of supporting the work of city managers and or legal assistance

Work experience writing professional communications and editing documents

Experience coordinating city manager's travel

Texas Notary Public certification

Experience using Microsoft office applications.

Additional Requirements are:

- ICS 100, 200, 700, and 800

Position Type/Expected Hours of Work

This is a full-time, non- exempt position, with a 40-hour work week. Incumbent must have the ability to work flexible hours including holidays, evenings, and weekends, if needed.

Participation in City sponsored special events, trainings, or meetings may be required.

Knowledge, Skills, and Abilities

Knowledge - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms, and other office procedures and terminology. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of principles and processes for providing customers and personal services. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Knowledge of the use of the following computer software: Microsoft Office, Microsoft Works, Excel, and Word Perfect.

Skills - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Communicating effectively in writing as appropriate for the needs of the audience. Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches. Understanding the implications of new information for both current and future problem solving and decision-making. Talking to others to convey information effectively.

Abilities – The ability to listen and understand information and ideas presented through spoken words and sentences. The ability to communicate information and ideas in writing and in speaking so others will understand. The ability to understand the speech of another person. The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. The ability to apply general rules to specific problems to produce answers that make sense. The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

Physical Demands

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, phones, database management, word processing, and fax. No significant standing, walking, moving, climbing, carrying, bending, kneeling, reaching, crawling, and handling, sitting, standing, pushing, and pulling. The employee must occasionally lift and/or move up to 10 pounds.

AAP/EEO Statement

The City of Progreso is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Progreso will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

The city focuses on identifying candidates who are customer oriented and committed to public service to create a culture that is committed to diversity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signature

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____