

CITY OF HUNTERS CREEK VILLAGE  
JOB DESCRIPTION

JOB TITLE: City Secretary/Director of Finance

JOB SUMMARY: Appointed by City Council and under the general direction of the City Administrator, perform duties as custodian of official records for City; attend and record proceedings of official meetings of the City Council, Planning and Zoning Commission, and Zoning Board of Adjustment; conduct City elections, including early voting; serves as the City Financial Officer; other related work as required by City Council; serves as City's Records Management Officer; and performs other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Process official publication of notices and ordinances.
- Attest to and number, date and effect changes in official documents authorized by Council actions.
- Attends all meetings of the City Council.
- Take accurate written notes in person and from transcription tapes and complete official minutes of City Council, Planning and Zoning Commission, and Zoning Board of Adjustment.
- Administer oaths of office.
- Arrange for and administer municipal elections.
- Supervises financial accounting activities and prepares management and budget reports. Provides support to the Finance Committee and other committees as directed by the Mayor.
- Prepares budget documents.
- Reviews, approve, and attest all official documents, oversee the publication of legal notices, agendas, resolutions and codification of ordinances. Maintain computerized index files of official city documents and records including ordinances, resolutions, contracts, agreements, deeds, title papers, judgments, budget, and other records.
- Prepares ceremonial items such as Proclamations, certificates, and awards.
- Provides for certification of petitions to the City Council.
- Administrators the issuance of alcoholic beverage permits and solicitor permits within the City.
- Reviews and processes all open record request received by the City.
- Develop, maintain and implement records retention schedules in coordination with Texas State Library, including but not limited to: arrange and coordinate transfer and storage of records to an off-site records storage center; keep associated inventory logs; coordinate transfer of records to microfilm or other media; review stored documents, microfilm or other media for deterioration.
- Excellent oral communication skills; experience working with elected or appointed officials; and making presentations.

Remain flexible and open to new ideas and encourages others to value change; ability to identify ways to incorporate new practices into existing framework; ability to work well under pressure and stress; meet deadlines; plan, organize and prioritize multiple work assignments

**OTHER JOB FUNCTIONS:** Maintains all personnel files, processes TMRS retirement information and health, dental, and workers compensation payments. Also serves as Risk Manager for liability and property coverage.

**PHYSICAL REQUIREMENTS:** Sits for extended periods of time typing, filing, or inputting data on personal computer; safely lifts holds and carries up to 30 pounds of computer paper or office

supplies; read difficult source documents and computer screens.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:** Requires a two year (2) associates degrees or equivalent required; Bachelor Degree in Business, Public Administration, or related field preferred. Additional directly related experience may be considered as equivalent to these requirements. Must have accounting experience; prefer a Texas Registered Municipal Clerk or the ability to obtain certification 3years of employment. Must possess a valid Texas Drivers License. Notary public within six (6) months of employment required.

**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS Prefer four (4) years experience in a City Secretary office or equivalent.** Knowledge of personal computers and proficient in the use of WORD, EXCEL, or other related software programs; effective written and oral communications skills; knowledge of modern office practices and procedures; plan, schedule and work independently in the absence of specific instructions. On-going continuing education in the Municipal Clerks Certification Program and professional certification will be required.