

## **Town Secretary Job Description**

The Town Secretary is an officer of the Town, appointed by the Mayor and Town Council. The position of Town Secretary is a statutory position required by State law, serves as Records Management Officer, Elections Administrator, General Accountant and Human Resources Manager.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Town Secretary:**

- Responsible for the preparation and dissemination of Town Council meeting agendas and packets, attendance at Council meetings, keeping accurate minutes of the proceedings, and transcription and posting of the minutes; Adheres to state law by posting all meetings and notices; and ensures adherence to conflict-of-interest statements.
- Manages open records requests, including processing, distribution, and responses to requestors. Coordinates with relevant departments and the Town Attorney and ensures compliance with the Texas Public Information Act.
- Serves as the Records Management Officer by establishing, maintaining, updating, destroying and preserving all historical, public and legal records for the Town in compliance with the Texas State Library and Archives Commission.
- Engross and enroll all laws, resolutions, and ordinances of the governing body
- Serves as Custodian of the Town Seal by attesting official documents such as ordinances, resolutions and contracts and administering oaths, affirmations and acknowledgements.
- Prepare all notices required under any regulation or ordinance of the municipality
- Accept lawsuits and liability/property claims filed against the Town.
- Administers, in conjunction with Denton County Election Administrator, the municipal elections, including contract negotiations, procurement of polling places, preparation and filing of all necessary documents and reports, and publication of legal notices.
- Coordinates the appointment process for the Town's Boards and Commissions appointment process and administers the Oath of Office to board members and elected officials.
- The Town Secretary shall take and subscribe to the official oath of office, and shall post bond, the premium on said bond to be paid by the Town.

**Finance/General Accounting:** Prepare and process monthly journal entries; Property Tax Deposits, Monthly bank reconciliations; Process payroll, Accounts payable; Responsible for Bid Preparation ensuring all State requirements are met including required documentation, publication, etc. Assist and provide input into annual budget. Process budget transfers.

**Human Resources:** Prepare and post job ads; Prepare, complete and process employment paperwork for new hires and terminations; Review and audit employee leave records; Health and Benefit administration. Process required documents through payroll and benefit providers to ensure accurate record-keeping and proper deductions; Processes worker's compensation and unemployment insurance claims; Maintain personnel records; Responds to and processes employment verification requests.

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### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Texas Local Government Code, Texas Open Meetings Act and Texas Election Code.
- Principles and practices of records managements, including records retention, preservation and protection; and archiving laws and methods in accordance with the Texas State Library and Archives Commission.
- Knowledge of fund accounting principles and practices.
- Knowledge of various employment laws and mandates; compliance with all existing government, labor law requirements, Worker's Compensation, and FMLA
- Skilled in operating a computer, related software applications and routing office equipment.
- Skilled in professional writing.
- Ability to interact with the public, city employees and other city officials in a positive, professional, and productive manner.
- Ability to communicate in a clear and concise manner.
- Ability to work independently and juggle multiple projects simultaneously while managing competing deadlines.

### EXPERIENCE & EDUCATION:

- A combination of education and relevant work experience generally met by the following:
  - Bachelor's degree in Public Administration, Business Administration, Records Management or related field.
  - Possession of Texas Municipal Clerks Certification Program (TMCCP) certification or enrollment in TMCCP certification course within six (6) months of employment and expected course completion within three (3) years after enrollment.
  - Experience and/or training in accounting, bookkeeping, finance, human resources or equivalent combination preferred.
  - Certification as a Notary Public or ability to obtain within two (2) months of employment.
  - Minimum of five (5) years municipal administration experience
  - Must be bondable.
- Must be able to work flexible hours.

### STARTING SALARY RANGE:

\$65,000 to \$85,000 Depending on Qualifications

### TO APPLY:

Send your Cover Letter and Resume to [Mayor@TownofBartonville.com](mailto:Mayor@TownofBartonville.com).

Position is Open Until Filled, with first review is anticipated May 1, 2023.