

City of Fritch City Secretary

Description:

The City Secretary must possess a strong and innovative organizational skills and a diplomatic style. Proactive and effective communication is essential to this role. The City Secretary is required to provide meticulous attention to details. Superior customer service to everyone is expected. This position reports to the Fritch City Council but works closely with and is guided by the City Manager in day-to-day tasks and priorities. Furthermore, the City Secretary serves as the general accountant of the municipality. The City Secretary supervises the Municipal Clerk and/or the Assistant City Secretary. The City Secretary must be able to travel for training and seminars, as required.

Duties:

The City Secretary:

- Shall attend each meeting of the city council of the municipality;
- Shall keep accurate minutes of the governing body's proceedings, and prepare, index, and file the minutes thereof for public record;
- Accurately engross and enroll all laws, resolutions, and ordinances of the governing body and ensure that the same are up-to-date and correctly reported to the City's publisher;
- Will keep the corporate seal;
- Take charge of, arrange, and maintain custody of all records of the city;
- Will countersign all documents as needed and keep a record of that activity;
- Will prepare all notices required under any regulation or ordinance of the municipality;
- Shall draw all the warrants on the treasurer, countersign the warrants, and keep an accurate account of the warrants;
- Shall keep regular accounts of the municipal receipts and disbursements, to include accurate reconciliation of each individual financial account in a timely manner;
- Shall keep each cause of receipt and disbursement separately and under proper headings;
- Shall also keep separate accounts with each person, including each officer, who has monetary transactions with the municipality;
- Shall credit accounts allowed by proper authority and shall specify the particular transaction to which each entry applies;
- Shall keep records of the accounts and other information as required or directed by law or the city manager;
- Shall keep a register of bonds and bills issued by the municipality and all evidence of debt due and payable to the municipality, noting the relevant particulars and facts as they occur;
- Shall carefully and consistently file and monitor for renewals or cancellation the contracts made by the governing body;
- Shall perform all other duties required by law, ordinance, resolution, or order of the governing body;

- Will assist the City Manager in preparing each Council meeting agenda and the annual budget and all other clerical assignments from the City Manager;
- Will provide payroll and other human resources functions;
- Be responsible for all accounts receivable and payable by and to the City;
- Performs certification of records on file in City offices;
- Will attest to signatures of officials, seals, and documents requiring official signatures;
- Administers and conducts City elections, in cooperation with other governmental entities, county elections officer, city attorney, and city manager; and may administer oaths of office to public officials;
- Is a signatory on City bank accounts;
- Serves as a notary public and provides public records and information to the public upon official request;
- Assists the City Manager and Department Heads with bids, advertisements, and legal notices;
- Will provide assistance, as needed, to the City's auditor;
- Performs other duties as may be assigned by the City Council or City Manager.
- Have a strong understanding of governmental ethical laws and conduct self accordingly at all times.

Qualifications:

- Must possess a High School Diploma or GED; Associate's or Bachelor's Degree in Accounting, Finance, or related field preferred;
- Must possess general knowledge of modern accounting principles and bookkeeping standards, including preparation and presentation of reports using Microsoft Office Suite (Word, Excel, Access, PowerPoint); Experience with municipal government functions preferred;
- Ability to efficiently operate a computer with word-processing, spreadsheet and accounting software; ability to successfully navigate the internet, including e-mail;
- Must have the ability to plan, organize, and direct the work of this position;
- Must have the ability to gather, correlate, and analyze information to devise solutions to administrative problems;
- Must pass a rigorous background investigation.
- Able to speak, write, read effectively in English language.

Environment:

The work for this position occurs mostly indoors in a typical office setting. Low to moderate noise level. Must be able to walk and stand at intervals. Must be able to sit for prolonged periods. Must be able to lift boxes and other items up to 30 pounds. Requires occasional weekend work and frequent night work after 5pm.

** Please see City's EEOC statement in the Personnel Manual. All qualified persons will be considered for this position in accordance with federal law.*

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

**No one will perform the duties of a higher position without prior authorization from an individual authorized to approve.*

**The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*