

City Secretary - City of Bryson, TX

JOB DESCRIPTION:

The City of Bryson is seeking a qualified person to fill the position of City Secretary.

The City Secretary is appointed by the City Council as recommended by the Mayor. Under the general supervision of the Mayor, the City Secretary is responsible for the preparation and documentation of City Council meetings and other public gatherings. All official records such as contracts, ordinances, resolutions, bids and insurance policies must be kept and maintained. The City Secretary prepares and types a variety of forms, documents, and correspondence. Council minutes and ordinances must be updated, marked and indexed. The City Secretary is the billing clerk for the water and sewer department. The City Secretary is financial officer for the city. The City Secretary is also responsible for the preparation and supervision of City elections. This position requires a working knowledge of local and state laws, city and departmental policies and procedures, city records, and secretarial skills.

ESSENTIAL JOB FUNCTIONS:

- In accordance with the Texas Open Records Act, prepares and posts approved agendas and public notices for all City Council meetings, as necessary.
- Attends all meetings of the City Council; and prepares and preserves official minutes, records, laws, resolutions, ordinances and actions of the City Council.
- Compiles and prepares Council meeting agenda materials for distribution.
- Maintains all City contracts and agreements.
- Maintains custody of the City seal and attests to official documents.
- Responsible for releasing public information in accordance with the Texas Open Records Act.
- Serves as Record Management Officer and oversees the City's record retention program.
- Serves as administrator for all City elections, including posting and publishing of notices as required by law.
- Prepares monthly utility billing for water and sewer department.
- Receives daily utility payments.
- Maintains all financial records for the City.
- Helps prepare budget for each fiscal year.
- All other duties as assigned.

WORKING CONDITIONS:

- Work is confined mainly to an office setting.
- Attends all meetings of the City Council, including evening meetings, as the recording secretary.
- Work may occasionally require travel, including overnight stays, involving training and conduction City business.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for long periods performing keyboard, computer work, filing, copying, and other administrative duties.

- Must be able to move about the office and bend to retrieve files; lift books, or other materials weighing up to 30 pounds.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach items with hands or arms.
- Must be able to drive a vehicle to purchase supplies or equipment; to prepare for or attend meetings or events.
- Must possess mental acuity for attention to accuracy and detail.

JOB REQUIREMENTS

Education, training, experience:

- Experience as a secretary is highly desired.
- Ability to maintain effective and respectful work relationships with appointed and elected officials, city staff, and the general public.
- Make independent judgments which have highly significant impacts on the City of Bryson.
- Communicate ideas and concepts with clarity.
- Must communicate effectively in the English language when writing or speaking.
- Proficiently use computers, Microsoft Office applications, and general office equipment.
- Must be familiar with or proficient with fund accounting software.
- Effectively respond to stressful or high pressure environments; meet deadlines and perform multiple tasks under pressure.
- Ability to pass a criminal background check along with drug testing.
- Possess a valid Texas drivers licenses.

Apply In Person:

City of Bryson
102 N Depot St.
Bryson, TX 76427

By email

Secretary@cityofbryson.com

By 12:00 pm February 9, 2018

CITY OF BRYSON TEXAS

Employment Application

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS



All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by law. We are an Equal Opportunity Employer.

APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available		Social Security No.	Desired Salary	
Position Applied for				
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?				
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain				

EDUCATION

High School		Address		
Years Completed	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address		
Years Completed	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address		
Years Completed	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

INDICATE SPECIAL QUALIFICATIONS OR SKILLS

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REFERENCES

Please list three professional references.

Full Name	Years Known
Address	Phone ()
Full Name	Years Known
Address	Phone ()
Full Name	Years Known
Address	Phone ()

CITY OF BRYSON TEXAS



PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
MILITARY SERVICE			
Branch		From To	
Rank at Discharge		Type of Discharge	
If other than honorable, explain			

DISCLAIMER AND SIGNATURE	
<p>The above information is true and complete to the best of my knowledge. Should I be employed by the City of Bryson, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. City of Bryson has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the City of Bryson.</p>	
Signature	Date