

City Secretary, Town of Enchanted Oaks, Texas

Part-time, approximate work hours 20 hours per week, to include some evenings.

\$25 - \$28 per hour, depending on experience. Anticipated annualized pay of \$26,000 - \$29,120.

Benefits: 40 hours vacation, 20 hours sick leave, holidays, workers compensation insurance.

The City Secretary is appointed by the Town Council and administers all municipal processes, to include:

- Provide administrative support to Mayor, Council, and staff. Prepare and post all legal notices.
- Process Payroll, Accounts Payable, and Accounts Receivable using QuickBooks.
- Retrieve and process mail, ensuring deadlines are met.
- Prepare Agendas and Meeting Packages for Council meetings.
- Attend Council meetings, record and transcribe Minutes.
- Prepare and submit monthly Court reports.
- Coordinate sales & distribution of keys to access public facilities.
- Coordinate municipal elections through the County; post required notices. Accept and process candidate applications.
- Certify and execute official City documents; maintain custody of City Seal; administer and file oaths of office.
- Maintain a calendar, by month, of required municipal activities.
- Maintain official records and archives of the City including ordinances, resolutions, contracts, judgments, agreements, surety bonds, deeds, insurance, and minutes; certify copies as required. Ensure Records Retention schedules are met.
- Receive and respond to Public Information requests or Open Records Requests as prescribed by law.
- Receive and appropriately forward written Citizen comments, suggestions, complaints.

Ability to

- Use Outlook, Word, Excel.
- Use QuickBooks to manage Payroll, Payable, Receivables.
- Use Online Sites to manage financial and other accounts.
- Work independently, make sound decisions, use good judgment, meet deadlines.
- Keep accurate records and prepare clear and concise reports.
- Maintain organized electronic and physical records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with Council, Town employees/volunteers, vendors.
- Maintain public office hours 4 days a week, 4 hours per day.
- Attend evening Council meetings as scheduled (normally monthly).
- Handle public interactions in a gracious manner.
- Maintain appropriate levels of confidentiality.
- Store & retrieve files & various items weighing up to 30 pounds.

Knowledge

- Knowledge of Parliamentary Procedure & Municipal Law is preferred, but not required.
- Knowledge of Payroll Processing is preferred, but not required.
- Knowledge of State and Local Municipal law and procedure is preferred.

To apply, please submit resume with contact information to: enchantedoaks@enchantedoaks.org