

## **CITY OF HALLSVILLE**

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**JOB DESCRIPTION:** City Secretary --  
**DEPARTMENT:** General

Serves as an administrative secretary to the Mayor and other city officials; manages, organizes, and processes all official records of the City; supervises municipal elections; coordinates public meeting of staff, the City Council, and Boards and Commissions; supervises all administrative/clerical employees; primary telephone contact with public and performs related work as required

### **GENERAL PURPOSE**

Performs a wide variety of professional, administrative and clerical duties for the Mayor and City Council

### **SUPERVISION**

Works under the supervision of the Mayor

### **REQUIRED DUTIES AND RESPONSIBILITIES**

- Prepares and manages agendas as directed by the Mayor for the City Council and City Boards & Commissions
- Complies supporting documents for agendas and post meeting notices
- Prepares meeting minutes for approval by City Council and other Boards & Commissions of the City
- Attends evening meeting of the City Council and other Boards & Commissions as the recording secretary
- Publishes all required legal notices in the official newspaper of the City within the appropriate time requirements dictated by State Law
- Responds to requests for information and assistance from the City Council, staff, and citizens
- Maintains records, filing, drafts and correspondence for the Mayor and other City officials
- Maintains custody of the City Seal, official records of the city including ordinances, resolutions, minutes of the City Council, contracts, agreements, etc., attest to all official documents of the City
- Serves as the Official Records Management Officer for all city documents and is compliant with State Law
- Receives and verifies petitions, initiatives, referendums, and applications for office for the City
- Maintains personnel files
- Maintains petty cash fund and reconciles cash balances
- Assists with updating of City ordinances and making proposed changes
- Assists with legal aspects of the City
- Assists in preparation of City's annual budget
- Coordinates and administers elections and related matters for the City
- Assists in preparation and management of various budgets
- Assists other departments with customer service as needed
- Responsible and oversees all administrative/clerical personnel
- Assists departments with grant applications
- Issues building permits to contractors, business owners, and residents
- Responsible for bi-weekly payroll
- Assists with Accounts Payable
- Maintains City Website
- Handles problems throughout the day if Mayor is out
- TML Region 15 Spring Meeting and all involved in producing a successful event
- Day to day research on TML forms and regulations, prepare audits, carry out, and follow up

### **HOURS**

8:00 AM - 5:00 PM Monday thru Friday

### **DRESS**

Professional and appropriate dress required

### **EMPLOYEE HANDBOOK**

Have read and understand and is required to be in compliance with handbook at all times