

**JOB DESCRIPTION  
CITY OF DUMAS**

# **CITY SECRETARY**

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**Reports To:** City Manager

**FLSA Status:** Non-Exempt

**Effective Date:** 06/2023

**Revision Date:** N/A

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**Job Summary:** To plan, direct, manage, and oversee the activities and operations of the City Secretary's Office, including serving as liaison between the City Commission and the public; to coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor, City Commission, and City Manager. The City Secretary serves as the City's Records Management Officer, and ensures the City complies with the Texas Open Meetings Act, Texas Public Information Laws, Texas Election Code and other governmental laws and procedures. Performs other related work as provided by the city charter or required by the City Commission in coordination with the City Manager. Provides administrative direction for Park Board, including research and records.

**Essential Job Functions:**

- Ensure meetings comply with mandated requirements, including the Texas Open Meetings Law Act
- Compile, distribute agenda packets for official meetings of the City Commission; attend meetings and prepare minutes
- Directs and ensures that legal notices publications are accurate, processed and published according to State and local laws and city policies, including but not limited to notices of public hearings, requests for bids and other necessary legal notices
- Maintain official record (ordinances, resolutions, minutes, contracts, agreements, deeds, litigation)
- Provide assistance and information to citizens in compliance with the Public Information Act
- Oversee city elections in accordance with the Texas Election Code, Local Government Code, in coordination with the Moore County Elections Office; conducting early voting administering oath of office; preparing, certifying and filing necessary paperwork related to election
- Ensure development, maintenance, and proper application of records retention schedules
- Display tact, diplomacy, courteous/considerate manner and attitude; maintain confidentiality
- Maintain regular and punctual on-site attendance

**Other Job Functions:**

- Perform other tasks as needed or directed
- Attend trainings and conferences

**Working Conditions:** Job is generally performed in a climate-controlled, smoke-free office environment with occasional exposure to extreme weather conditions while outdoors conducting errands. Position may require the following abilities: Sit for extended periods of time; occasionally stand and walk; lift, carry, push, pull or otherwise move items weighing up to 50 pounds; seeing, speaking, and hearing necessary to issue and follow oral and written instructions; ability to work under pressure in meeting deadlines; using hand(s) for simple or firm grasping, typing, fine finger manipulation, reading a computer screen, bending, balancing.

(Mental and physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.)

**Required Education, Certificates, and/or Licenses:**

- Preferred: Bachelor's degree or Associate degree in Business Administration or local government related field
- Minimum: High school diploma or GED required
- Certified Municipal Clerk certification or must be willing to obtain within a year of employment
- Valid Texas driver's license with acceptable driving record
- Possess or obtain Texas Notary Public certification within six months of employment

**Experience, Training, Knowledge, and Skills:**

Minimum three years in progressively responsible administrative/secretarial role (municipal experience preferred); practical knowledge of Texas Election Code, Texas Open Meetings Act and Public Information Act; ability to work under pressure in meeting deadlines and planning/organizing/prioritizing multiple work assignments; strong oral and written communication skills to work effectively with employees, citizens, elected/appointed officials and outside agencies; demonstrated typing skills, including proficiency with Microsoft Word, Excel, Acrobat, Laserfiche; decision-making, self-motivation and detail-oriented aptitudes desired.