

City Secretary Job Description

Job Description

City of Lyford City Secretary

Job Summary:

The City of Lyford is looking for community-minded person for the position of City Secretary. We are looking for an individual that wants to be part of the Lyford community.

Organizational Structure:

Reports to: Mayor

Directs: N/A

POSITION SUMMARY

Responsible for all duties related to the preparation, posting, and delivery of information related to City Council, Zoning Commission, and Economic Development Corporation meetings. Works directly with city boards and committees to ensure their compliance with the Open Meetings Act.

Maintain current and past legislative history of City Commission actions, including ordinances, resolutions, contracts, deeds, and other city records; index City Commission minutes and code of ordinances, retain minutes and recordings of all meetings of City Commission and Boards, provide research and reference services to the City Commission, city staff, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES, INCLUDE BUT NOT LIMITED TO:

Administer the preparation, publishing, posting, and distribution of City Commission and City Commission and Board agendas and agenda packets within the guidelines of the Open Meetings Act.

Attend meetings of the City Commission and City Commissions and Boards and prepare official minutes.

Prepare ordinances, resolutions, proclamations, reports, and memoranda for agenda items; attest to, publish, and/or post ordinances and resolutions in accordance with law.

Maintain current and past legislative history of City Commission actions, including ordinances, resolutions, contracts, deeds, and other city records; index City Commission minutes and code ordinances, retain minutes and recordings of all meetings of City Commission and City Commissions and Boards, provide research and reference services to the City Manager, city staff, and the public.

Design, administer, and implement a city Records and Information Management Program; administer and coordinate the records management program to include document imaging, record retention, and record management systems.

Adhere to Record Retention Schedule of the state.

Maintain the City Municipal Code and provide for its updates, subscriptions, and distribution of supplements.

Execute official City documents, attest and/or acknowledge signer of legal documents, administer oaths and affirmations, and maintain the custody of the official seal.

Coordinate the collection, recording, and processes of documents related to annexations, and file results in accordance with state and federal requirements.

Administer all municipal elections in accordance with state law.

Ensure web presence on the City's website for all City activities including but not limited to schedule of meetings, agendas, and meeting minutes.

Presents issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and to the council.

Responsible for completing all Public Information Request/Freedom of Information Requests within legal statutory guidelines

Keeps informed of new trends, developments, laws, and regulations impacting the activities of the City Secretary.

Other duties as assigned

SUPERVISION RECEIVED AND EXERCISED

Works under the guidance of the City Mayor and/or designee.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited four-year college or university preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

This position requires the ability to:

1. Plan, integrate and administer a records management system;
2. Record, publish, index, and maintain meeting minutes, ordinances, and resolutions;
3. Perform complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
4. Understand, interpret, explain and apply local, state and federal laws and regulations governing the conduct of city operations.
5. Exercise expert, independent judgment within general policy guidelines.
6. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
7. Establish and maintain effective working relationships with the City Commission, Mayor, all levels of city management, other governmental officials, community and civic organizations, employees, the media, and the public.
8. Exercise tact and diplomacy in dealing with highly sensitive political public policy, community, and employee issues and situations.

PHYSICAL DEMANDS

The physical demands herein 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 perform these essential job functions.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms.

Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up to 20 pounds.

The noise level in the work environment is usually moderately quiet.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Acknowledgement by Signature

Printed Employee Name

Date