



City of Irving Job Description

Assistant City Secretary

FLSA Status:	EXEMPT	Job Department:	City Secretary's Office
Job Code:	08041	Reports To (Job Title):	City Secretary

PURPOSE

Under the direct supervision, delegation and direction of the City Secretary, assist with official function of the City Secretary's Office as assigned. Administers the Citywide Agenda and Packet Management System for the City Manager, City Secretary, City Attorney, Mayor and City Council, and Department Heads. Manages the Citywide Open Records Request/Public Information Act process. Executes and seals the Legislative agreements, contracts, resolutions, ordinances and files of the City, officially passed by City Council of the City of Irving. Functionally supervises the Records Management Office under the direct supervision of the City Secretary, coordinating and overseeing daily operations, tasks and projects of records division staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Serve as the Assistant City Secretary; receives official documents, prepares notices, and prepares council agendas and special council meeting agendas.
- Assist with the office operational functions of the City Secretary in the absence of the City Secretary, and perform supervisory functions in the absence of the City Secretary, only when so delegated by the City Secretary.
- Oversee and ensure the implementation and maintains the workflow of the processing and finalizing of Legislative Files and documents for City Council, externally, internally, as well as electronically. Documents include but are not limited to ordinances, resolutions, agreements, contracts, bonds, and abstention affidavits.
- Responsible for training internal staff on Legislative Files.
- Serve as the subject matter expert and authority over the management and delegation of the Public Information/Open Records Requests process citywide, to ensure the city's compliance in accordance with the Texas Public Information Act.
- Communicate and respond directly to the media, department heads, city manager, chamber and other outside entities with highly complex questions and responses that involve problem assessment, problem solving, frequently changing dynamics and situations, and solution finding of high profile open records requests to ensure citywide, departmental, state law, and Attorney General compliance.
- Co-Administrator for the city-wide agenda management program MinuteTraq. One of two people who leads, trains, assimilates, and manages the agenda packet management software for the city manager, city attorney, city secretary, department heads, mayor and city council. Extract all submitted items from all city departments using the database, coordinates the order of the items for placement on the agenda, proofreads the items and provides direction and corrections to department heads and the executive team, and compiles the agenda with all the agenda item summary's, maps, exhibits, cost estimates, legal reviews, attachments, etc. for use at the city council work session and city council meetings by the mayor and city council.

- Prepare work session minutes template and finalize minutes post work session meeting.
- Monitor, determine and execute timelines, in writing, for production of responsive records to the city secretary's office from department heads, the City Manager and the City Attorney.
- Train city department liaisons and department heads on open records and compliance with the Texas Public Information Act.
- Train individual city department heads or their administrative staff on the electronic agenda and council packet management system and conduct special classes to lead and train management and their staff on the sole proprietor and mandatory system.
- Compile manual and electronic council candidate packets for potential Irving city council candidates; assist in responding to questions from council candidates and assist in accepting and qualifying candidate petition filings for the Irving city council election process.
- Assist the City Secretary's Office with timelines, postings, notices, ordinances, and various other tasks during elections.
- Functionally supervise the records staff by outlining priorities and performance objectives.
- Ensure the city records management program's compliance with City Code and State law.
- Develop, recommend, and administer, alongside the City Secretary and the Records Management Administrator, the records division budget, financial reports, performance measurements and performance evaluations.
- Execute documents in the City Secretary's absence and fill in for other duties, as requested.
- Handle and troubleshoot citizen, resident, internal and external complaints, conflict and dissention in the absence of the City Secretary and monitors and handles such occurrences daily for the City Secretary by phone and by email.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to overflow calls from the Mayor and Council's telephone line.
- In the absence of the City Secretary, apprise the City Council of pressing matters or open records requests.
- Remain proficient in Records management processes and educated on generally accepted record keeping principles (GARP).

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 3 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

- Develops and administers, alongside the City Secretary, the records division budget of approximately \$300,000.
- Manages the bidding or RFP process for outsourcing of projects, vendor selection, and ensuring compliance with budget specifications

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree in public affairs, liberal arts, political science, government, English or public administration.

EXPERIENCE

- Seven (7) years of experience required, including four (4) years of managing or facilitating open records and compliance with the Texas Public Information Act.
- Experience compiling Council Agendas and Packets, both electronically and manually.

CERTIFICATES, LICENSES, REGISTRATIONS

- Notary Public of the State of Texas
- Texas Municipal Clerk Certification Preferred, or must be able to obtain within three years

KNOWLEDGE OF

- Comprehensive knowledge of multiple city government regulations, codes, policies, and comprehension of writing and proofreading resolutions and ordinances; must be a subject matter expert in Open Records and the Texas Public Information Act.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, all Microsoft Office programs.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as Minutetraq (agenda management), OnBase (scanned documents depository), Versatile Enterprise (records management database).
- Regulations: Federal, state, and municipal restrictions, laws and ordinances.
- The Texas Elections Code and methods for researching items.
- The Texas Local Government Code and methods for researching items.

SKILLS AND ABILITIES IN

- Code Comprehension: Understanding and complying with state laws and regulations, including the Public Information Act, Open Meetings Act, and Election Code.
- Process Training: Leading and training employees on the Texas Public Information Act, and leading and training other employees on the agenda management system.
- Self-Management: Working efficiently with little to no supervision.
- Policy and Process Assessment: Analyzing and adapting daily processes to increase efficiency and make policy modifications in accordance with a very dynamic and constantly changing and evolving environment.
- Flexible Responsiveness: Efficiently and effectively responding to and complete various task with very little direction or notice, depending on the need of the City Secretary, City Council, or Mayor.

- Statistical Analysis: Quantifying, researching, analyzing and interpreting data.
- Collaboration: Working well with the other Executive offices of the City Manager and City Attorney, and foster and support relationships to best suit the outcomes for the City Secretary, City Council and Mayor.
- Complex Problem Solving: identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with all levels of management, employees, government officials, vendors, residents and other government agencies.
- Organization & System Ability: Organizing and multi-tasking while working with a variety of software programs and multiple projects at the same time.
- Oversight: Supervising the records staff; Stepping in and supervising other staff as needed.
- Performance Management: Planning and executing short and long term goals for records staff based on the needs of the city, departments, City Secretary's Office, strategic plans and KPI's.
- Proactive Time Management: Setting timelines for goals; Setting timelines and meeting legal deadlines for Open Records Requests and ensuring department, management, and council adhere to those timelines and deadlines.
- Functional Leadership: Coaching and mentoring other staff members.
- Written and Oral Expression: Effectively and clearly communicating information and ideas in writing, as well as through speech, so others will understand.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

External:

Citizens – Troubleshoot complaints for the City Secretary, City Manager, Mayor and Council, as well as educate and explain processes, laws, regulations, rules, ordinances or resolutions to accommodate the public and deescalate the potential for escalating issues or problems.

Vendors – Negotiate and gain cooperation to represent the city's best interest and costs. Accela - agenda software company (monthly at a minimum) regarding improvements to agenda software, templates, cost efficiencies, and glitches; Record management vendors regarding annual contracts for document destruction and offsite storage venues (the city has multiple).

State Agencies – Receive and at times provide official and complex information regarding the continuing compliance of or within election laws, ethics forms, filing timelines, records practices, open meetings and open government trainings and transparency. Gain and relay the understanding of critical and complex legislation from these offices and entities. Office of the Attorney General (AG); Secretary of State Office (SOS); Texas Ethics Commission (TEC); Texas State Library and Archives Commission (TSLAC) - As needed contact to continue compliance with and within elections laws, filing timelines, records practices, open meetings, open records laws and transparency.

Professional Associations – Texas Municipal Clerks Association (TMCA) with as needed contact to sustain professional relationships with peers and continued education requirements; North Texas Municipal Clerks Association (NTMCA) monthly peer and industry trainings; Association of Records Managers and Administrators (ARMA) monthly peer and industry training.

Internal:

City Manager, City Attorney, City Secretary and Department Directors - Daily contact in order to attain cooperation for the preparation and presentation of weekly agenda items for review and discussion. Daily contact in order to evaluate and review complex and litigious information in order to timely respond to open records request from law firms, media and citizens.

Department Liaisons – Daily contact to receive documents, process results, evaluate information for open records and agenda packets.

Records Liaisons and Department Heads – Work with the departments individually to create individual records control schedules in order to decrease paperwork, influence maximum records retention solutions, and gain the cooperation of the entire department for understanding of best records practices, storage solutions and state mandated destruction timelines.

EQUIPMENT AND PROPERTY

This position utilizes a computer, printer, copier, scanner, phone, fax, and microfilm reader. Performing some duties in the records warehouse, it also utilizes shelving, ladders, boxes, and a security alarm.

PHYSICAL DEMANDS

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

This is a physical job when dealing with records/boxes, requiring mobility and strength. The job can be sedentary while working for hours on the computer. The employee constantly is required to listen, talk, see and/or sit. Frequently, s/he is required to carry, climb, grasp, handle, feel, lift up to 50 pounds, pull push, and reach. Occasionally, s/he is required to balance, kneel, stand, stoop, walk and drive a vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee frequently is exposed to noisy environments with multiple open areas of phone calls and voice interference. A moderate amount of dirt and dust; noise of shredding equipment. The Irving Municipal Records Center is a separate building from City Hall and houses fewer staff members.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.