

**The City of Joaquin is taking applications for the City Secretary Position.**

**Applications are available at the Joaquin City Office located at 124 N. Preston, Joaquin, Texas 75954.**

**For more information contact the City Office at (936)269-3021.**

**Application deadline is March 27, 2024 at 4:00 p.m.**

The City Council expects professionalism at all times when you are representing the City of Joaquin in your capacity as City Secretary. The purpose of this position is to plan, direct, manage and oversee the activities and operations of the City Administration Office, to serve as secretary for the Mayor and City Council, providing highly responsible administrative support to both, and to coordinate activities with other departments and outside agencies as assigned.

### **Job Requirements**

- Experience as City Secretary is highly desired. Minimum five years of progressively responsible administrative assistant experience, preferably in the public sector.
- Proficiently use computers, Microsoft Office applications, and general office equipment. QuickBooks, 10 Key and cash register.
- Administer the preparation, publishing, posting, and distribution of City Council and Mayor agendas and agenda packets within the guidelines of the Open Meetings Act.
- Attend meetings of the City Council and Mayor and prepare official minutes; follow through on items acted upon by the City Council.
- 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 Council actions, including ordinances, resolutions, contracts, deeds, and other city records; index City Council minutes and code ordinances; retain minutes and recordings of all meetings of City Council; provide research and reference services to the Mayor, City Council, city staff, and the public
- Execute official City documents, attest and/or acknowledge signer of legal documents, administer oaths and affirmations, 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.
- Administer and manage the City's human resources activities, including but not limited to performance management, compliance with regulatory concerns, policy development and documentation, and compensation and benefits administration.
- Supervises City Hall staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

- Supervises the activities of the Joaquin City Hall: which includes planning, developing, coordinating, administering, and evaluating workflow, processes, procedures, systems, and standards and ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards.
- Serve as the general accountant and budgeting and reporting taxes and keep regular accounts of the City's receipts and disbursements.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Collect, sort, and process incoming and outgoing mail.
- May serve as a Notary Public; notarize a variety of documents related to City business Prepare and mail check requests for refunds to various municipalities and the public.
- Maintain a record filing system.
- Perform other duties as assigned.

Compensation hourly, city paid benefits for health, life, dental and employee vision. TMRS paid vacation, sick, holidays and bereavement leave.

Education:

- High school or equivalent (Required)

The City of Joaquin is an Equal Opportunity Employer.