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200 W 2<sup>nd</sup> Street, Freeport, TX 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\* [www.freeport.tx.us](http://www.freeport.tx.us)

**POSITION TITLE:** City Secretary  
**DEPARTMENT:** General Administration  
**RATE CLASS:** Salary/Administration Exemption/Grade 19  
**REPORTS TO:** City Manager  
**SHIFT:** 8AM-5PM, M-F (May be changed at the discretion of the City of Freeport)

**EDUCATION:** Associate's degree preferred, with training and experience in computers, business administration, and government; or related fields. Certification from Texas Municipal Clerks and Secretaries Program; along with, continued election procedures training will be required during employment.

**JOB SUMMARY:**  
This position is responsible for general business administration operations and requires the use of independent judgment, initiative, and discretion. The position is primarily responsible for the preparation and upkeep of official documents of the city, overseeing all municipal elections, and performing clerical and administrative operations of the City Manager's office. The position is also responsible for providing highly responsible and complex administrative support to the City Manager, City Council, other staff personnel, as well as city boards and commissions.

**SPECIAL SKILLS:** Proficient use of office equipment and PCs. Excellent interpersonal communication skills as well as highly skilled writing and phone etiquette abilities are required. Must have a demonstrated ability to work well with the public and be able to maintain confidentiality. Must be a Notary Public. Excellent typing, records management, documentation, and dictation skills are required. Knowledgeable in government and election related laws, practices, and policies. Bilingual preferred but not required.

**DUTIES & RESPONSIBILITIES:**

- Prepare and upkeep official documents of the city
- Prepare and process the official minutes of the City Council and other city boards and commissions
- Prepare and process all ordinances and resolutions of the City Council
- Prepare minute orders for actions by the City Council
- Prepare and process the official agenda of meeting of the City Council
- Witness all official documents of the city and affix the seal of the city on all official documents

- Prepare and process mayoral proclamations
- Prepare and process agenda of meetings of city boards and commissions and notify members of such meetings
- Oversee all municipal election functions
- Issue city permits and licenses where applicable
- Act as Records Management Officer for the city
- Assist the City Manager in administrative functions
- Follow all Departmental and City policies and procedures
- Ensure compliance with election laws, processing petitions, and maintenance of official records; and, recommend and administer policies and procedures
- Gather, compile, and analyze data where required
- Processes all Open Records requests
- Prepare reports as required
- Assist with special projects as needed
- Publish and fax all legal public notices
- Work closely with City Attorney to adhere to all legal guidelines
- Deliver to City Council members bi-monthly agenda packets
- Acts as a liaison for the council members and the Mayor
- Schedule Brazoria County Cities Association
- Coordinate and oversee all elections and make sure all clerk and judge's positions are filled
- Attend applicable training workshops
- Make sure all bid requirements have been met
- Notarize all legal documents
- Schedule all City Manager's appointments
- Sort and file incoming daily mail
- Filter all incoming phone calls
- Coordinate communications from the City Manager to all department directors
- Schedule all special events, i.e. retirements, parties, etc.
- Serve as receptionist for the City Manager's Office and for the Second Floor City Hall offices as needed
- Assist general public relations and contacts for the City Manager and other city officials with citizens and civic groups
- Attend all council meetings and take necessary action regarding Council agenda items

**OTHER DUTIES:**

This job description is intended to describe the general nature of work performed by the City Secretary and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

**PHYSICAL/MENTAL REQUIREMENTS:**

Physical: Must be able to pass a physical examination and drug screen. Maintain a valid Texas driver's license and be able to travel. Must be able to lift a minimum of 15 lbs. Must also be able to sit, stand, type, and/or write for extended periods of time. Must be able to attend night meetings and/or work an extended work day if necessary.

Mental: Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts. This position requires the ability to make independent and sound judgments.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

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Employee Signature

Date