



## City of Irving Job Description

### City Secretary/Chief Compliance Officer

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	City Secretary's Office
<b>Job Code:</b>	1811	<b>Reports To (Job Title):</b>	Mayor and City Council

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#### **PURPOSE**

To plan, direct, manage, and review the activities and operations of the Administrative and Records Management Divisions of the City Secretary's Office (CSO) and coordinate assigned activities with other City departments and outside agencies. Further, to manage ongoing operations of the Office of the Mayor and Council, and provide its elected officials with highly responsible and complex support.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

##### **As Chief Election Official, perform duties including but not limited to:**

- Supervise, administer, and coordinate City general and special elections, including preparation of all election related packets and Council action items.
- Serve as filing authority for candidates and office holders for election and campaign related filings.
- Negotiate and administer Dallas County elections contract.

##### **As Public Information Officer, perform duties including but not limited to:**

- Receive and process open records requests.
- Coordinate request for attorney general opinions.
- Oversee the design and provision of Open Records training throughout the City.

##### **As Chief Agenda Administrator, perform duties including but not limited to:**

- Coordinate publication, posting, and distribution of council packets.

##### **As Chief Legislative Officer, perform duties including but not limited to:**

- Attend all City Council meetings, record official votes and action, direct the preparation of City Council minutes, and take necessary action regarding Council agenda items and minutes.
- Coordinate execution of all ordinances, resolutions, and any accompanying contracts, real estate instruments, and/or other documents.
- Distribute executed documents to outside entities as appropriate.
- Ensure codification and distribution of city ordinances.

##### **As Boards & Commissions Administrator, perform duties including but not limited to:**

- Manage and oversee application and appointment process.
- Ensure open government training of all Council appointees.

**As Records Management Final Authority:**

- Serve as custodian of legal documents, deeds, bonds, contracts, other related documents and contracts belonging to the City, as well as, confidential records and certified agenda for Council executive sessions.
- Oversee an in-house records management program, including Records Administration Division, the Irving Municipal Records Center, and the Imaging Division.

**As Mayor & City Council Administrator, perform duties including but not limited to:**

- Provide orientation to newly elected City Councilmembers.
- Manage the ongoing operations of the Office of the Mayor and Council, which includes but is not limited to maintaining the Council and Mayoral appointment calendar, preparing other necessary correspondence and processing citizen complaints received by the Mayor and Council.

**Provide Management of City Secretary's Office (CSO), which includes but is not limited to:**

- Develop, plan, and implement goals and objectives for the City Secretary's Office and recommend and administer policies and procedures.
- Plan, direct, and coordinate the department work plan through subordinate-level staff, meet with management staff to identify and resolve problems, assign projects and programmatic areas of responsibility, and review and evaluate work methods and procedures.
- Coordinate department activities with those of other departments, other units of government, and outside agencies and organizations.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of changes.
- Process and maintain legal filings, such as solicitor's permits, deeds, claims, and Texas Alcoholic Beverages Commission (TABC) licenses.

**OTHER DUTIES AND RESPONSIBILITIES**

- Provide orientation for newly elected City Council members.
- Participate in a variety of boards and committees and attend and participate in professional groups and organizations.
- Respond to and resolve difficult and sensitive internal and/or citizen inquiries and complaints.
- Select, motivate, and evaluate department staff, provide or coordinate training and works with employees to correct deficiencies, and implement and administer disciplinary and termination procedures.
- Explain and justify department programs, policies, and activities.
- Monitor posting for official City Council meeting notices and ensure compliance with applicable laws.
- Monitor, document, and respond to telephone or written inquiries on City ordinances, directives of the City Council, and available municipal services.
- Oversee compilation and preparation of Mayoral proclamations and certifications, keys to the City, ceremonial letters, and related awards.
- Remain abreast of new trends and innovations in the field of records management and control.
- Perform related duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately nine (9) employees, including one (1) subordinate manager.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop and administer Departmental budgets for City Secretary (Administrative and Records Management Divisions) \$928,500 and City Council \$197,000 annually.

## **QUALIFICATIONS:**

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

### **EDUCATION AND EXPERIENCE**

- A bachelor's degree in Public Administration, Public Policy, Political Science, Business Administration, or another related field is required; *and either*
  - A master's degree in Public Administration, Public Policy, Political Science, Business Administration, or another related field of study, or
  - An additional two (2) years of municipal experience at the executive or department head level of responsibility.
- Ten (10) years of related experience as an Assistant City Secretary, Deputy City Secretary or City Secretary, including at least five (5) years of supervisory and administrative experience

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Certification as a Texas Registered Municipal Clerk (TRMC) or Certified Municipal Clerk (CMC) is required.

### **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Government Policy: Policies, operations, and processes at the local, state, and national levels.
- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, and the democratic political process.
- Municipal Elections: Local, state, and federal laws relating to municipal elections.
- Municipal Operations: Current social, political, organizational, and economic trends affecting municipal government.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, filing and records management systems, form design principles, and other office procedures and terminology.

- Open Records Act: Laws and guidelines related to fulfillment of requests for information.
- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- Records Management: Principles for storage, retrieval, and retention of City records.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Industry Software: Technological familiarity sufficient to utilize multiple software programs, such as MinuteTraq, Banner (HRIS), Versatile, and Pilot Works.

## **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Interactive Presentation: Effectively presenting information to groups and responding to questions, with audiences including various members of the public and high-level officials.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules and conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work by utilizing exemplary interpersonal skills.
- Organizational Coordination: Adjusting actions in relation to those of others, and leading others to do the same by exhibiting strong relationship-building skills in working with the entire organization.
- Leadership Modeling: Setting a positive example of competence professionalism, energy and work ethics to the organization and the community.
- Customer Service: Providing a superior level of customer and personal services, including a desire to help customers regardless of their circumstance
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Tailored Written Expression: Effectively communicating information and ideas in writing so others will understand, one-on-one or in groups, taking into account the needs of the audience.
- Mentorship: Demonstrating the capacity and interest to be an effective mentor and leader for staff.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.

## **GUIDANCE RECEIVED**

### **City Mission and Goals**

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

## **CONTACTS**

This position engages multiple internal and external stakeholders. Within the organization, the City Secretary interacts regularly with the Council, department heads, resident and community volunteers, and Boards and Commission Members. S/he also interacts with persons seeking proclamations and/or meetings with the Mayor/Council. Furthermore, s/he administers registration for alcohol and beverage permits.

Beyond the organization, this position contacts the Chamber of Commerce and other civic organizations, as well as, the Dallas County Elections Department, and various professional associations, including but not limited to IIMC, TMCA, and the NTMCA. Additionally, for codification, this role collaborates with MiniCode.

## **EQUIPMENT AND PROPERTY**

This position utilizes a cell phone, Ipad, typical computer, laptop, scanner, copier, and FAX machine.

## **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.\*

The employee constantly is required to listen, see, sit, and/or talk. Frequently, s/he is required to carry, drive a vehicle, grasp, handle, feel, stand, and/or walk. S/he occasionally is required to kneel, lift, pull, push, reach, and/or stoop. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

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

The noise level in the work environment is usually quiet.

\* 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.