

CITY SECRETARY - 023

DEFINITION OF WORK

Under general supervision, performs difficult professional work in maintaining official City records and documents; does related work as required.

EXAMPLES OF WORK

Attends Board of Aldermen meetings; records and prepares records of official proceedings and transmits same to interested parties; announces and records votes on ordinances and resolutions; serves as a liaison between the Board and City departments for the general public; supervises the Citizen's Services Program; attests and affixes the City Seal to all contracts and documents; oversees the preparation of the Board agenda; maintains records on pertinent information related to the City's Board and citizens as requested; supervises the staff of the City Secretary's Office; advertises pending ordinances and other Council actions as required.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in business or public administration and extensive experience in municipal government at a responsible level.

Knowledge, Skills and Abilities: Comprehensive knowledge of the functions and organization of municipal government; knowledge of the rules of order as related to public hearings; knowledge of the City's Charter and Code; knowledge of standard office procedures, practices and equipment; ability to establish and maintain an efficient filing system; ability to research and prepare reports; ability to plan and supervise the work of the office personnel; ability to establish and maintain effective working relationships with other City officials, employees and the general public.