



CITY SECRETARY/HUMAN RESOURCES DIRECTOR
JOB DESCRIPTION
 City of West Lake Hills, Texas

Job title	City Secretary/Human Resources Director	FLSA Classification	Exempt, Salary, Full-time
Reports to	City Administrator	Date Approved	

GENERAL PURPOSE

Under administrative direction from the City Administrator, plans, directs, and supervises the activities and operations of the City Secretary and Human Resources offices of the City of West Lake Hills. Manages activities of the City Council and Board of Adjustment. Exercises significant level independent judgement and decision-making authority.

SUPERVISION RECEIVED AND EXERCISED

- Reports to and works under the general supervision of the City Administrator.
- Support staff as assigned, such as administrative contract employees.

Essential Duties and Responsibilities

City Secretary

- Coordinate the preparation of agendas and other necessary materials for City meetings; attends City Council and Board of Adjustment meetings; serves as the recorder and prepares official minutes; maintains the minutes of City Council and Board of Adjustment meetings in the official records.
- Serve as the *Records Management Officer* by managing, implementing, and maintaining the City's Records Management systems.
- Maintain active and archive City files and official documents to include ordinances, resolutions, contracts and agreements, statistical info, individual property owner folders, zoning changes, variances, subdivision plats and building plans.
- Archive City documents for historical preservation as needed.
- Serves as the *Public Information Officer* by fulfilling all incoming public information requests in accordance with the Texas Public Information Act.
- Act as second co-signer for City disbursements on all payroll and accounts payable checks.
- Coordinate the appointment process for City's Boards and Commissions and administers the Oath of Office to board members and elected officials.
- Serve as the City's *Election Officer* with the coordination of all General and Special Elections with Travis County.
- Perform a variety of responsible and confidential administrative duties
- Performs other duties as assigned by the City Administrator.

Human Resources Director

- Collaborate with City Administrator and Department Directors to understand the organization's strategy and goals related to staffing, recruiting, and retention.
- Plan, lead, develop, coordinate, and implement policies, processes, training, initiatives, and surveys that support the organization's human resources compliance and strategy needs.

- Administer or oversee the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identify staffing and recruiting needs; develop and execute best practices for hiring and talent management.
- Conduct research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; review and modify policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; apply this knowledge to communicate changes in policy, practice, and resources to upper management.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, library science, records management, or related field.
- Three years of increasingly responsible administrative experience, preferably in a municipal setting.
- Experience in preparation and administration large and complex budgets.
- Experience in preparation of clear and concise administrative and financial reports.

CERTIFICATIONS, LICENSES AND DESIGNATIONS

- Possession of, or ability to obtain, certification as a municipal clerk from the Texas Municipal Clerks Association and/or the International Institute of Municipal Clerks.
- Possession of, or ability to obtain, records management and human resources certifications.
- Possession of, or ability to obtain a Texas Notary Public.
- Valid Texas Driver License.
- Must be bondable.

KNOWLEDGE AND UNDERSTANDING

- Knowledge of the functions City secretary duties in support of the City Council including recording official minutes.
- Knowledge of the planning, management, and direction of a comprehensive city records and city election programs.
- Knowledge of City recorder duties for city documents including minutes, ordinances, resolutions, contracts, judgments, surety bonds, deeds, elections, and other records.
- Knowledge of Human Resource duties for a municipality.
- Knowledge of planning, directing, and conducting city elections.
- Knowledge of applicable federal, state, and local policies, laws, and regulations.

DEMONSTRATED SKILLS

- Solutions-oriented, critical thinker that uses objective analysis focusing on information free of influences from personal feelings, opinions, or biases.
- Participative, "no surprises" management style with exceptional interpersonal skills who inspires and motivates others by example.
- Maintain confidentiality and separation between distinctive components of the position.

- Communicate effectively and efficiently on a professional level in interpersonal situations, including making presentations; effectively perform managerial responsibilities; establish rapport and elicit cooperation from others; communicate ideas, facts, and technical information accurately, thoroughly and in a manner easily understood.
- Initiate, budget, and effectively plan work activities utilizing resources; organize and complete work assignments with minimum direction, meeting objectives and deadlines.
- Development and administration of departmental goals, objectives, and procedures.
- Problem solving, ability to analyze and research data, draw conclusions, and identify alternatives when needed.
- Proficiency with personal computer, including word processing, spreadsheet software applications, technical writing; aptitude for compiling and analyzing data including the preparation of comprehensive and detailed reports.
- Identification and responding to sensitive community and organizational issues, concerns, and needs.

ABILITIES

- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Select, supervise, train, and evaluate subordinate employees.
- Work independently and manage multiple projects simultaneously with competing deadlines.
- Resolve conflicts between various parties in a professional and respectful manner.
- Research, analyze, and evaluate new service delivery methods and techniques.

PHYSICAL DEMANDS

- Sit or stand for prolonged periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Possess general manual dexterity using hands and fingers to operate computer, office machines, perform office functions, and reach items with hands and arms.
- Bend or stoop to retrieve files, lift books, or other materials weighing up to 30 pounds.
- Possess mental acuity for attention to accuracy and detail.
- See in the normal visual range with or without correction to operate vehicles and office equipment, read instructions and follow directions.

WORK ENVIRONMENT

- The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work in an office setting.
- Attendance may be required at City Council meetings, most of which occur after regular business hours.
- Attendance may be required at other meetings which could occur after regular business hours.
- Occasionally requires travel, including over-night stays for required training and conducting City business.
- May encounter occasional stressful situations

OTHER

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

- This job description is subject to change at any time.
- This is an at-will position without a definite duration or term of office.
- The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Secretary at (512) 327-3628.
- The City of West Lake Hills is an Equal Opportunity Employer.