



- Acts in the absence of the City Secretary and ensures timely and effective support is provided to City officials, City Departments and external entities.
- Performs duties within scope of authority and training; makes appropriate decisions based on direction of City Secretary, knowledge of municipal government operations, and City policies and procedures.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information.
- Performs other duties as required or assigned.
- Driving is an essential function of the job.

## **KNOWLEDGE AND SKILLS:**

### **Knowledge:**

- City organization, operation, policies, and procedures.
- Municipal government functions, political environments, and confidentiality standards.
- State and federal rules and regulations covering municipal government, open records, public information, elections, open meetings, and administrative law.
- State statutes and parliamentary procedures governing public meetings.
- Legal, ethical and professional rules of conduct for municipal employees and elected officials.
- Professional standards for business correspondence, writing, spelling, and grammar.
- Principles of record keeping, records retention, and records management.
- Customer service standards and protocols.

### **Skill in:**

- Working independently, maintaining composure and discretion and working effectively in a high-pressure environment with changing priorities.
- Prioritizing and completing assignments with minimum supervision.
- Explaining federal and state rules and regulations, and City policies and procedures while exercising the highest degree of confidentiality.
- Researching, reviewing, correcting and maintaining complex and extensive public records.
- Following verbal and written instructions and procedures for management of public meetings.
- Dealing tactfully and courteously with the general public and others seeking information about City functions and activities.
- Establishing and maintaining effective working relationships with City staff, City Council, City Manager, and the public.
- Using a personal computer and basic software applications.
- Communicating effectively verbally and in writing,

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Business or Public Administration is required; AND three years' municipal administration experience; OR an equivalent combination of education and experience.

## **LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Driver's License.
- Certification as a City Secretary by the Texas Municipal Clerks Association is preferred.
- Certification as a Notary Public is required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position include:
  - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
  - Reaching - Extending hand(s) and arm(s) in any direction.

- Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
- Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping - Applying pressure to an object with the fingers and palm.
- Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
- Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:
  - Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- The visual acuity requirements including color, depth perception, and field vision:
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The conditions the worker will be subject to in this position:
  - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties, and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

### **Job Description Acknowledgement**

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee Identification Number