

## CITY SECRETARY JOB DESCRIPTION

- Legal Custodian of all City records and City Seal (by statute)
- Process Public Information requests
- Prepare, post, and distribute all Council meeting documents (paper and electronic)
- Attend City Council meetings
- Record, file, and maintain all Council meeting documents
- Create, verify and publish legal notices
- Consult with Attorney, manage and maintain all ordinances
- Coordinate all City elections
- Prepare, post, publish, distribute, record and maintain all election documents
- Manage Emergency Management annexes as assigned and complete appropriate training
- Onboard new employees
- Manage and maintain all employee records
- Manage, distribute, and maintain all health, life, and disability insurance information and documents
- Interview, hire, train, supervise, and develop office staff
- Coordinate with web developer and update/maintain website
- Social media Administrator
- Public media contact
- Assist with budget coordination/preparation and publication
- Assist with construction permit issues
- Assist with utility account issues and manage and resolve complaints
- Assist with City grant documentation
- Assist with TCEQ documentation and issues as needed
- Assist with technology and management systems review, acquisition, implementation and operation
- Emergency Services Pension Board Secretary - file and maintain all enrollments; complete and file quarterly and annual reports (paper and electronic); attend board meetings
- Secretary/Treasurer for Economic Development Corporation; prepare, post, record, file and maintain all EDC documents; attend board meetings
- Distribute City of Wolfforth Public Improvement District #2 information
- Process and generate all capital expenditure disbursements for PID
- Prepare, post, record, and file all Wolfforth Public Recreation Facility documents and reimbursements
- Acquire and maintain appraised values for Tax Increment Reinvestment Zone
- Calculate annual TIRZ deposits
- Risk Management coordinator; generate, manage, maintain, and file all documentation for liability, property, and workmen's compensation insurance
- Last resort backup for cash receipts, court payments, building permits, bookkeeping
- Other duties as assigned