



City of Rice Job Description

Position: City Secretary/Finance Clerk Department: Administration
Reports To: City Administrator Status: Part-time or Full Time
Salary: \$12-\$15HR (DOQ)
Open to internal and external applicants Equal Opportunity Employer
How to apply: Send resume to cityadministrator@ricetx.gov

Job Summary:

To perform all of the duties of City Secretary, so that the city's administrative and financial operations progress in an efficient, orderly, and lawful manner.

Duties and Responsibilities:

- Perform the statutory duties of a city secretary so that the administrative responsibilities of the city are carried out in a prompt, efficient, and lawful manner.
- Maintain an ordinance book, act as custodian of the city's seal and records, post and publish notices, ordinances and resolutions as required.
- Prepare and submit various government reports.
- Responsible for providing financial and administrative information in order to ensure effective, efficient and accurate financial and administrative operations.
- Act's as city's Public Information Officer maintaining and releasing information in accordance with the Public Information Act.
- Manages the records management program.
- Process invoices and requisitions for goods and services, verify that transactions comply with financial policies and procedures, prepare batches for payment, prepare vendor checks for mailing, maintain listing of accounts payable, scan invoices updating accounts.
- Perform a full range of accounting related duties, including maintenance of financial books for accounts payable and receivable, maintaining payroll assisting with annual audit.
- Coordinate and conduct municipal elections, receiving forms and filings, ordering ballots and other supplies and posting all required election notices.

- Prepare and maintain codified ordinances, resolutions, proclamations.
- Plan and implement effective records management strategy for all media, including paper, electronic and website documents.
- Maintain inventory files.
- Maintain a filing system for all financial documents and personnel files.
- Ensure the confidentiality and security of all financial and employee files.
- Daily reconciliation of municipal payments and accounts.
- To act as the city's representative and as the public contact person in dealing with the public.
- Manage and coordinate City Secretary's office operations.
- Assist in preparation of city council packets, deliver packets for each meeting including all available information in a timely manner.
- Prepare and submit various government reports.
- Works with the City Administrator to create and post agendas and notices for meeting in compliance with all applicable laws. Attend, record and keep minutes of council and Board meetings.
- Plan and implement strategies for effective and efficient Council, Commission and board activity, such as keeping and communication schedules of actions required, actions taken, creating checklists and timetable for repeatable processes, preparing training materials for new staff and city officials.
- Perform a variety of administrative duties in support of the division's operations and goals.
- Coordinate communication between the city council and other City departments.
- Assist with reviewing and approving meeting agendas and supporting documentation including reviewing and approving official documents, such as, adopted resolutions, ordinances, agreements, contracts, meeting minutes, and other official records.
- Oversee records management program, assure the accuracy of technical files and official records, and assure City's records management program is in compliance with Texas statutes.
- Prepare and maintain codified ordinances, resolutions, proclamation.
- Greet callers and visitors to city hall, respond to inquiries about city business, take complaints about city ordinances and policies, and work with city staff on a day-to-day basis.
- Plan and implement effective communication strategy for citizen notifications.
- Perform special projects and assignments as directed by City Administrator.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes.

- All other duties as assigned.

Skills and Specifications:

- Extensive knowledge of the overall operations of the City of Rice including policies, procedures, ordinances, etc.
- General knowledge of office management procedures, records management, filing systems, office correspondence, etc.
- Knowledge of accounting or bookkeeping enough to handle the city's financial records.
- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information
- Skill in interpersonal relations and effective written and oral communication sufficient to soothe irate citizens.
- Excellent customer service skills with co-workers, elected officials, and the public. Ability to communicate courteously and effectively in person, by telephone, and in writing.
- Ability to operate and care for standard office equipment such as copy and fax machines, calculators, multi-line telephones and computers.
- Computer proficiency with standard software such as MS Word, Excel and Outlook.
- Proficiency in electronic file management.
- Ability to stand or sit for extended periods of time while operating standard office equipment, including computer keyboard and monitor, telephone, copier, and fax machine.
- Ability to move records storage boxes weighing up to 50 pounds. Ability to reach above head and bend down to file at various heights.

Education and Qualifications:

Post-secondary training in bookkeeping/accounting and personal computers, including but not limited to a working knowledge of Microsoft Office, office and secretarial practices, and two or more years of directly related work experience. Education and/or work experience may be substituted one for the other. Local government experience is desirable.

Working Conditions:

Most work is performed indoor at city hall. The exception is trips to the post office, bank, and similar duties.

Generally, the position requires light lifting, usually less than 10 pounds, with up to 50 pounds on occasion. Aside from cleansers for cleaning city hall, no hazardous materials or chemicals are used on this job.

Personal Attributes:

Be honest and trustworthy, respectful, flexible, and possess cultural awareness and sensitivity