



CITY of SIMONTON
DEPUTY CITY SECRETARY
City of Simonton, Texas

I. GENERAL INFORMATION

- ❖ Deputy City Secretary (Part-Time)
- ❖ Starting Salary: \$12-\$14 per hour
- ❖ Potential growth opportunities

II. ESSENTIAL DUTIES

However, not limited to the following:

- ❖ Clerical Duties
 - Archive permanent records.
 - Adhere to public records requirements
 - Maintain Records Disposition Log.
 - Knowledge and use of computer database software
 - Greet customers, log messages, if knowledgeable answer questions
 - Maintain files
 - Open and close City Hall in absence of City Secretary
 - Bank deposits and post office upon request
 - Semi-monthly municipal code compliance audits
 - Monthly municipal court report
 - From time to time help organize community events
 - Various other clerical duties and requests by City Secretary or Mayor
- ❖ Departmental Objectives
 - Building Department
 - Basic training in Simonton's building departmental duties; residential, commercial, small structure, electric, sign, culvert, roadwork, and various other permitting processes
 - Accept permit applications and payments
 - Log all activity all in tracking database on building inspection software
 - Maintain building permit log, sign permit log, culvert permit log, and road work log,
 - As needed, review requests, verify needs and send information to appropriate office
 - Maintain communications between building inspectors and residents
 - Maintain an electric copy and hard copy of all building permits
 - Emergency Management Department
 - Support the operation and organization of Simonton Emergency Management
 - Report all activities to City Secretary; use of database software organization and communication tool
 - Update and maintain emergency management plan
 - Facilitate effective communication system between County, city, and residents
 - Trained in operation of AED, maintain monthly audit report, file appropriate reports according to Health and Safety Code chapter 779.
 - Write policies and procedures for Emergency management to be approved by City Secretary and Council.
 - Maintain and prepare reporting requirements from federal, state, and/or county reports or audits.

- Educate public on emergency management by use of website, email list, volunteer opportunities, etc.
- Facilitate a list of local volunteers, maintain log volunteer hours on TML insurance
- When necessary; understand, maintain, and write grant applications for use of emergency management
- Ensure and facilitate flood pump maintenance, maintenance log, and volunteer training of proper usage.
- Maintain and run updates on city laptops
- Maintain “hand receipts” for City Hall equipment usage
- All other emergency management duties and requests by City Secretary or Mayor
- Other duties as may be assigned by the Mayor or City Council
- Job description subject to change

❖ Job Requirements

- Education, training, experience:
 - Safety/Physical Requirements: ability to lift/carry twenty-five (25) pounds of material, bending, stooping and reaching as needed to file; sitting stationary for extended periods of time.
 - Knowledge of basic bookkeeping procedures; computers; and standard office practices and procedures; cash handling procedures; and, professional customer service etiquette. Skill/Ability To operate computers using Microsoft Office Suite (Word, Excel, PowerPoint) effectively; compose non-standard letters and memos, including the ability to construct complex sentences and use proper punctuation; accurately record and timely deliver telephone messages; operate standard office equipment; communicate very professionally and effectively, both in person and over the telephone; organize work well; give attention to details and ensure accuracy in work produced; maintain a calm attitude and accurate work habits during stressful interactions with the public; Uses reason even when dealing with emotional topics. Represent the City in a professional manner and deal effectively with the public to gain their cooperation in resolving problems and concerns. maintain customer and employee confidentiality in compliance with privacy regulations; and establish and maintain effective working relationships with city staff and citizens, including being cooperative and willing to assist others. Uses time efficiently; Monitors own work to ensure quality. Follows instructions, responds to management direction.
 - Flexibility to respond to an emergency shift requirement
 - Occasional driving to run errands, may be required
- ACCEPTABLE EXPERIENCE AND TRAINING
 - High school graduation, or its equivalent, plus at least one year of related experience;
 - or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
 - Previous municipal government experience is a plus.
- How to Apply
 - Cover Letter
 - If referred, please include this information in your cover letter
 - Resume
 - One to three letters of references
 - transcripts including copies of certifications if applicable
 - Please submit the information be email addressed to City Secretary at citysecretary@simontontexas.gov