



# City Secretary

The City of Ames Secretary performs many duties vital to the daily operations of City Hall. This person will demonstrate integrity of the legislative process by providing support, assistance, and information to the Mayor, City Council, City Staff, and Citizens with the utmost professionalism and respect. The City of Ames City Secretary performs many duties vital to the daily operations of the City Hall and is responsible for city elections, records management, and payroll functions. Listed below you will find many of the duties performed.

- Record and edit the minutes of meetings and distribute them to appropriate officials or staff members.
- Respond to requests for information from the public, other municipalities, state officials, or state and federal legislative offices.
- Perform general office duties, typing or proofreading correspondence, distributing or filing official forms, or scheduling appointments.
- Collaborate with other staff to assist in the development and implementation of goals, objectives, policies, or priorities.
- Plan and direct the maintenance, filing, safekeeping, and computerization of all municipal documents.
- Prepare meeting agendas or packets of related information.
- Perform budgeting duties, such as assisting in budget preparation, expenditure review, or budget administration.
- Prepare ordinances, resolutions, or proclamations so that they can be executed, recorded, archived, or distributed.
- Maintain fiscal records and accounts.
- Serve as a notary of the public.
- Maintain and update documents, such as municipal codes or city charters.
- Prepare reports on civic needs.

## Qualifications:

- High School Diploma or GED
- Two years experience working in a city or governmental office.
- Understands the business of a city or governmental office.
- Able to work 40 hours a week.
- Has knowledge of the workplace, jobs and requirements of the secretary duty.
- Uses tact, diplomacy and persistence in providing customer service.
- Is friendly, courteous and presents herself/himself as a professional
- Is able to deal patiently with problems, complaints-remain courteous when dealing with difficult and angry customers.
- Is able to multi-task.
- Is flexible and adaptable.
- Works well in terms and with residents, customers, and peers.
- Has good communication skills including listening.

#### Other Duties & Responsibilities:

- Daily Accounts receivable & payable
- Daily entries & reconciliation of QuickBooks
- Monthly Bank Reconciliation Reports
- Must work 8am-5pm
- Candidates need to know Microsoft Excel, QuickBooks & Microsoft software.
- Candidates must have good customer service, with citizens, council & the business of the city.
- Understands the entire office operations.
- Serves as the City's Election Administrator responsible for the conduct of municipal elections in accordance with the Texas Election Code
- Prepare reports on civic needs.
- Responsible for proper submittal of Workers' Compensation Claims
- Responsible for the City's property and liability insurance
- Serve as a notary of the public.
- Maintain and update documents, such as municipal codes or city charters.