

**Administrative Assistant to City Manager/
Deputy City Secretary/
City of Brenham
Job Description**

Department:	Administration	Job No.:	
Reports To:	City Manager	Pay Grade:	21
EEOC Category:	Office and Clerical	FLSA Status:	Nonexempt

Summary

Performs various administrative duties for the City Manager, Assistant City Manager and City Secretary. Records and transcribes minutes of City Council meetings. Assists in the preparation and delivery of agenda packets for City Council meetings. Answer questions and provides assistance to citizens, city staff and members of City Council.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Performs various administrative duties for City Manager, and Assistant City Manager including maintaining schedules, answering incoming phone calls, opening and distributing mail, petty cash reconciliation, procurement card processing, and ordering supplies;
- Records and transcribes minutes of City Council meetings;
- Assists in the preparation and delivery of agenda packets for City Council meetings;
- Answers questions and provides assistance to citizens and members of City Council.
- Arranges programs, events and/or meetings by arranging security, facility reservations and food service, if needed, issuing information and/or invitations, coordinating presenters and/or participants;
- Maintains reservation calendars and building security access for second floor conference rooms and council chambers;
- Assists with City-wide elections;
- Serves as back-up Secretary to the Brenham Community Development Corporation (BCDC) Board;
- Assists the Mayor and City Secretary as needed;
- Communicates effectively verbally and in writing with City staff and community and governmental leaders;
- Maintains confidentiality when handling communications and documents; and
- Promotes a positive relationship with all City departments and maintains an effective working relationship with City personnel.

Deputy City Secretary/Administrative Assistant (Continued)

Supervisory Responsibilities

This is a non-supervisory position.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school graduation or its equivalent plus five years of administrative experience with at least two years at the executive level; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Prior experience as City Secretary, Deputy City Secretary or related municipal government experience preferred.

Knowledge Of

Texas Local Government Code; Texas Open Meetings Act; Public Information Act; Texas Election Code; Brenham City Charter and all City ordinances; standard office practices and procedures; Microsoft Office programs including Excel, Word, Access, Publisher and PowerPoint; basic functions of all City departments; and administrative management operations.

Skill/Ability To

Operate computers, including performing word processing, spreadsheet and presentation functions; read and understand manuals, letters, and memos; write letters, memos, and accurate telephone messages; operate office equipment, such as copy machine and facsimile machine; communicate effectively, both in person and over the phone; and establish and maintain effective working relationships.

Certificates, Licenses, Registrations

Texas Municipal Clerks Association membership required upon hire Texas Registered Municipal Clerk (TRMC) Certification through the Texas Municipal Clerks Association desired within five years from date of hire; State of Texas Notary Public Commission; valid Texas Driver's License.

Physical Demands

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. While performing the duties of this job, the employee is regularly required to sit, use hands to operate office equipment, including telephone and computer keyboard, reach with hands and arms, and talk and hear. The employee may be required to work outside normal office hours and to travel to attend seminars, training and the like. The employee frequently is required to stand and walk; and the

Deputy City Secretary/Administrative Assistant (Continued)

employee may be required to lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee has frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is constantly required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of a team. The noise level in the work environment is usually moderate.

Acknowledgment of Job Description

I understand my responsibilities as described in this job description. I understand training and accomplishments that are expected of me as an employee of this organization.

I also understand that I may be given additional assignment not listed here.

Employee: _____ Date: _____

Supervisor: _____ Date: _____